PLEASE PLEASE DON'T LOSE THIS –
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If you look on the back of the address label I used, you will see the sheet that should be given to your club treasurer please! It contains important information that he or she will need.

THIS INFORMATION IS FOR THE ORGANISER AND SCORER:
UPDATED Reminders (updates are in italics):

a) *If you have a scoring/uploading problem, we can now assist you remotely more easily. Telephone while you are online – we will ask you to go to www.ecats.co.uk/help and we can connect to your machine remotely to help you! It is all very clever stuff (used by the banks so very secure I promise) and means we can "hold your hand" and help get the right files uploaded!*

b) *PLEASE CHECK YOUR OWN RESULTS ARE ON THE SITE, ARE NOT DUPLICATED AND ARE ON THE RIGHT DAY! G*o to **www.ecatsbridge.com/sims** and follow the links to the event you are uploading to and check it – your results should appear on the site within about 2 minutes of you sending them. *If they don't appear, try a ctrl-refresh of your browser and also check your email – provided you filled in your email address correctly you will have an email from the system giving you the session number and a confirmation of success or failure. If the session number is wrong then you need to change it to the correct one and re-upload. So in that event, no email means we haven't received them.*

c) **For those of you who really have no computer access don't worry** – just send us the travellers and a list of the pair names and pair numbers as normal and we will do it for you. Please let your members know that it will be up to two weeks before their results appear on the site – they will go up once we have keyed all the results that are sent in to us.

d) The session number is on all the travellers

e) Please **DO NOT throw away** the travellers until the event is finalised as we may need to check some scores and *please*

check your email regularly until the event is marked as finalised on the website

f) Please (PLEASE) make sure the **contact email address** is filled in correctly when uploading the results as any queries about scores are automated and sent to that email address. *If you don't fill it in it really does make life difficult!*

g) If you want a duplimate file, email me (anna@ecats.co.uk) and let me know who you want me to send it to, remembering to give me their email address if it isn't you! *I am sorry but I can't send these automatically, I need to be told each time*

h) If the ECats Scoring Program or the FTP Client work for you, don't worry about the new email for results, as you won't need it – either of those methods of sending up the results are fine. But if you have a new firewall or new anti-virus they may not work, in which case, please look at the instructions for emailing results!

i) The files we need are called **p.txt, r.txt, e.txt and c.txt** – we cannot use any other files for scoring! *Please do NOT send the .dat files from ScoreBridge – if you are using ScoreBridge you can find out how to create and upload the right files by going to www.scorebridge.com and clicking the link to FAQ.* If you are sending them by email (see paragraph e above) then you should attach all four to one email without zipping them and send them to results@simpairs.com with no message.

The rest of this instruction sheet was first sent out September 2005 so if you received and read it then you probably don't need it except for reference. The formatting has changed a bit, but the information is all as before! If you haven't had it before then please read it carefully and phone me if there is anything you don't understand.

These instructions mainly address the majority of clubs who upload their own results to the system.

The important points to note are:

- **Results should be uploaded as soon as possible or, if you are posting them please post within 48 hours**.

- **You can use** the free ECats Scoring program which can be downloaded from the website or one of the other programs that work with the ECatsBridge Scoring System.

- If you are using (or even writing!) a new program, **please ensure it is thoroughly tested** before using it. **If you want to run a test, please use session 9999** – the link to the test area is at www.ecatsbridge.com/sims.

- If you are using a program *other* than the free ECats program, the files created will be called **p.txt, r.txt, e.txt and c.txt** and should be sent either **using the ECats FTP client or**, since the new firewalls and virus checkers can prevent them going through they can be emailed in a single email to **results@simpairs.com**

- **PLEASE DO NOT add any message** if you are emailing results to the new server, just attach the files to a blank email. If you need to tell me something, please send it separately to **anna@ecats.co.uk – just** Remember if you send the files to me and not to **results@simpairs.com** they won't upload automatically and you will have to wait until I am in front of my computer!

- Results emailed to results@simpairs.com should appear on the site within a few minutes. If they do not appear, please start by checking you have put the correct session number; then try sending the files again (it won't do any harm). **Please check** that your results appear on the site!

- **FREQUENCIES** … As normal, we will check the frequencies, of course and will email with any queries – so to make this easy **please** be sure you **put your email address in the required field** within the results program – **type it carefully**. **This will also mean** that when the files are imported you will receive an acknowledgement and if they fail, it will tell you *why* so that you can make any necessary corrections.
  And please check your email regularly at least until the event is finalised!

- The minimum **number of tables** at any heat is **three**, and the **minimum number of competition boards** to be played by each competitor is **18**. If you have a problem with meeting either of these conditions please email **anna@ecats.co.uk** or phone me on 01787 881920. If it happens at the club on the night, play anyway, and give me a buzz in the morning.

- **MOVEMENTS … You may use any movement you like** – the final overall results will be shown as single winner, of course, so you may prefer to use a scrambled Mitchell, but it really doesn't make any difference.

- **TWO SECTIONS** … Remember if you are running two sections you **MUST** give them different "club" names or they will overwrite each other! Remember to send the four files from each section in two separate emails.

- **ADMIN PROGRAM** … If you are using the ECatsBridge Program, **remember to run the Admin program** before you start to clear out the data from the previous event – deleting it as you go doesn't get rid of everything and you can find results with 27 boards when you actually only played 24!

- **INCORRECT SCORES …** if you find a score that has been entered incorrectly or a player's name that is wrong, just *change it and re-upload*. **DO NOT make any changes to the club name or telephone number**, as this will result in your results appearing twice. If you need the club name changing just email me and I will do it for you.

- **NOTE** that **we will remove scores** where it is obvious that they have been inadvertently allocated to a "sitout", and thus appear as "Pass". If we can we will email and let you know we have done it. We will also try to inform you if we **change an impossible score.**

This seems an awful lot to plough through, but on the other hand it should make life easier, so I hope you have managed to get this far OK, where I can say that the main thing, is for you and your club members enjoy the event! So finally, remember that there is only one "RULE" as far as I am concerned, and that is … **don't panic**! I am here to help and we can sort most problems out.

The full **Conditions of Contest** etc are on the website and it will be assumed that you have read these and will comply with them. And if you need help, just contact me – email is best, or I am generally here during normal office hours if you want to telephone.

So … JUST ENJOY IT AND HAVE FUN – OK ???

All the best

Anna