
*Olympic Weightlifting
Competition Management System
v2.15.0*

Competition Guide

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1. About this guide

This guide describes how to prepare for running an Olympic Weightlifting Competition using the computerized Competition Management System. This guide is aimed at the competition secretary and covers setting up the software so that athletes are properly registered and allocated to competition sessions, and so on.

2. Prerequisites

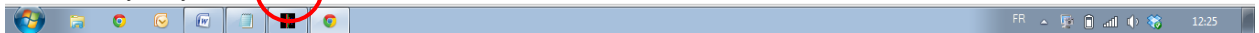
- At least one laptop is required to run the system.
 - Any reasonably recent laptop running Windows XP or more recent will do. The laptop should have more than 1GB of RAM, and any dual core laptop from 2006 onwards should do (1.4GHz or above clock speed is plenty).
 - You must have Administrator rights on the computer. This is normally the case for a personal laptop.
- You may access the application from the same laptop that is running the system
- For larger competitions, you will use additional laptops so you can attach projectors, computer screens, or flat-screen TVs to display the results, attempt screens, lifter displays, and so on. Other officials such as the timekeeper or marshall may also use additional laptops.
- Even though the system should work in any modern browser (Internet Explorer 8, Firefox, Chrome, Safari, WebKit) under Windows, Linux, Android and iOS, the most tested variation is Chrome under Windows.

3. Initial Setup

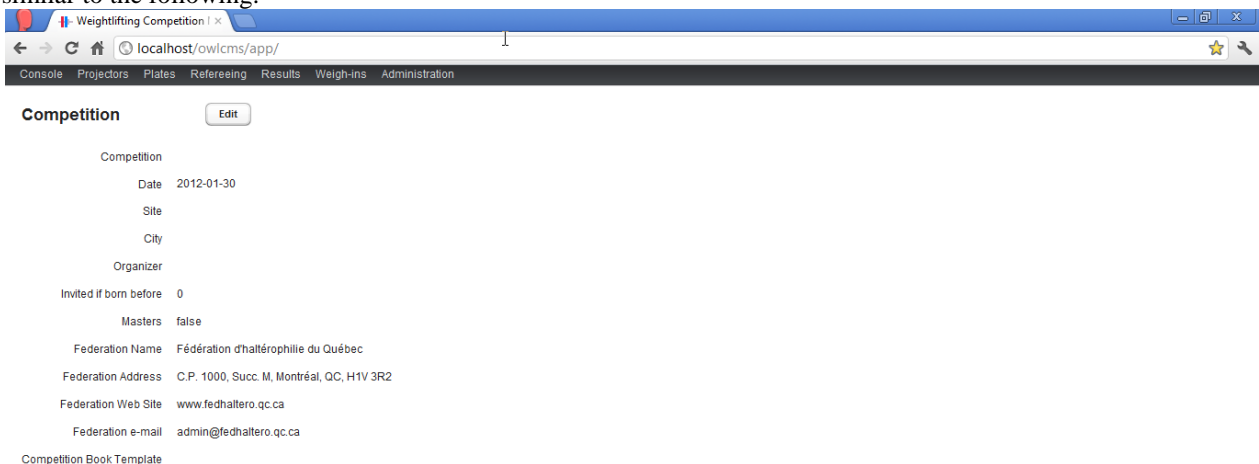
The purpose of this step is to define the competition so the displays and competition documents make sense. We also need to define how many sessions will take place, and what they will be name. For youth competitions, we need to adjust the categories. Finally, if multiple competition platforms are needed due to simultaneous sessions, they need to be defined.

3.1 Start and Access the System

- Start the system using the “Start Competition Management System” shortcut found on the desktop. You should an icon with competition plates appear in the task bar at the bottom of the screen (the actual look of the icon may vary).



- Start the application using the “Competition App” shortcut found on the desktop. You should see a screen similar to the following:



3.1.1 Things to know

- The program operates with a database. Every time you change a value, the change is immediately performed in the database. There is no need to save anything. Everything is always saved. You can pull the plug at any time, or stop the application, and when you restart you will be exactly where you were.
- The program is accessed through a browser. The URLs (the complicated addresses shown at the top) are actually updated, so that if connections ever break (say because someone kicks the wireless router), when the system is made available again you can just refresh the page and in all likelihood, you will be exactly where you left.

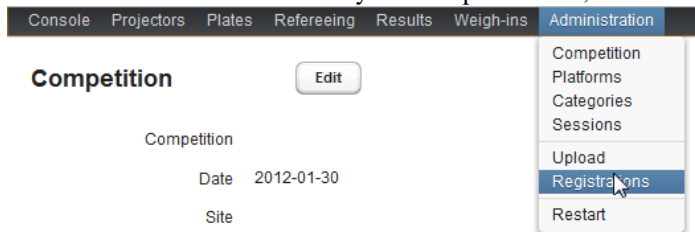
3.2 Getting Ready

3.2.1 Remove Lifter Data from Previous Competitions

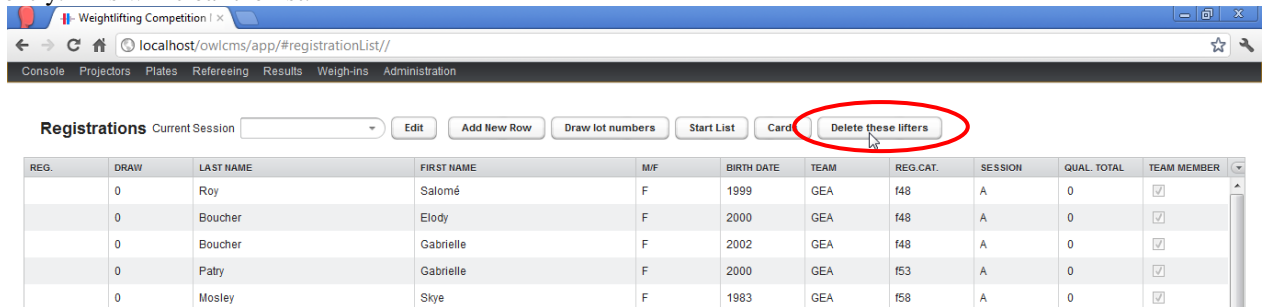
Typically, within a club or federation, much data remains the same between one competition to the next, so normally you only want to remove the actual lifting data from the previous meet.

To do so:

- Locate the “Administration” entry in the top menu bar, and select “Registrations”.



- In the screen that appears, click the “Delete these lifters” button as outlined below. Make sure that no session is selected (the drop-down next to the words “Current Session” is blank). If not, select the blank entry. This will clear the list.



3.2.2 Adjust the Categories for a Youth Competition

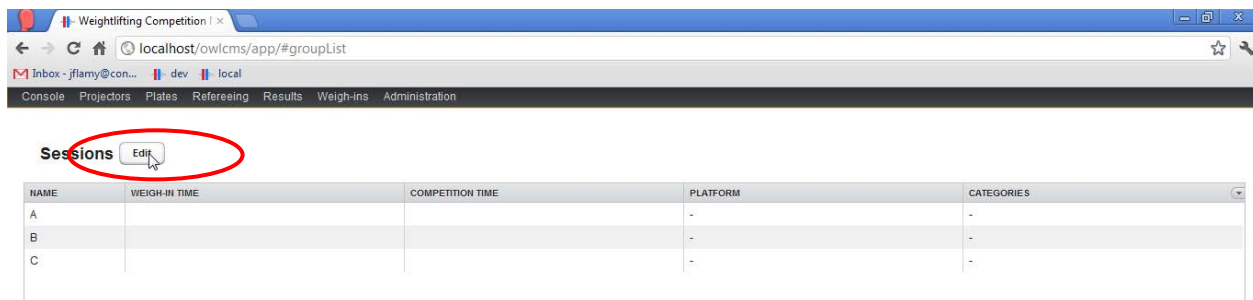
If you are running a standard IWF competition you may skip this step. If running a Youth competition, you need to adjust the categories prior to processing registrations. Please refer to section 5 for additional details.

In fact, this tutorial actually uses data from a Youth competition. However, we intentionally skip the adjustment so we can demonstrate how to fix mistakes after the fact.

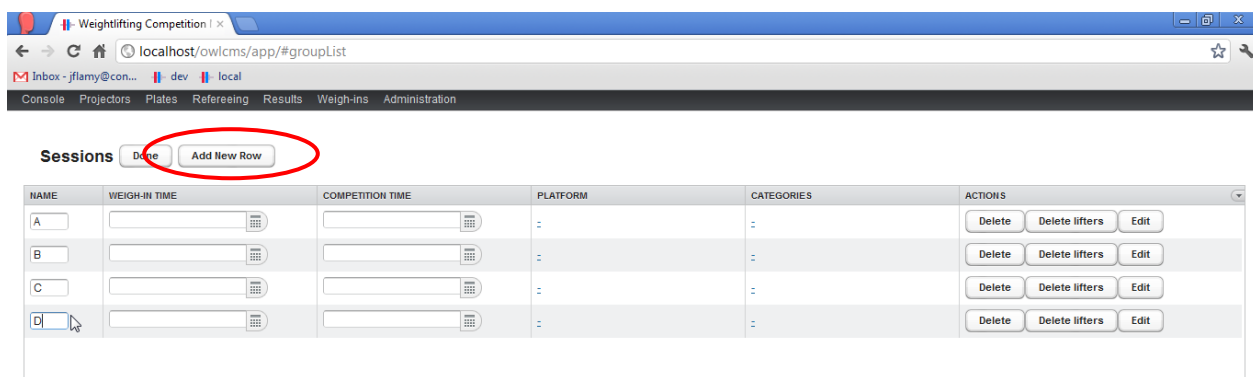
3.3 Update the Competition Sessions

Competition sessions are given a short name (often a letter or a letter and a digit), so that they can be referred to in competition documents. In order to assign athletes to sessions, creating the list of sessions is one of the first things that needs to be done.

- Under the “Administration” menu, select the “Sessions” item.
- In the Sessions screen, select the “Edit” button.



- The screen switches to an editable mode where you can click in the cells to change the values, and add additional sessions. In the following example, we have added an extra session “D” by clicking on the “Add New Row” button and editing the new row.



- Click the “Done” button where you are done editing.

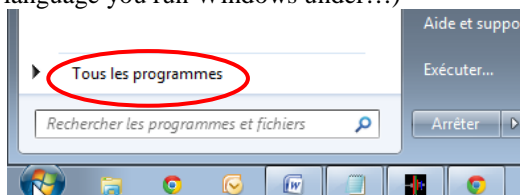
3.4 Athlete Registration

The simplest way to enter the athletes and assign them to sessions is to use the Excel template provided under the “Documentation” entry found in the “Competition Management System” program group. Any information entered by using the Excel template can later be edited through the web application.

3.4.1 Windows XP/Vista/7 - Locate the Registration Template

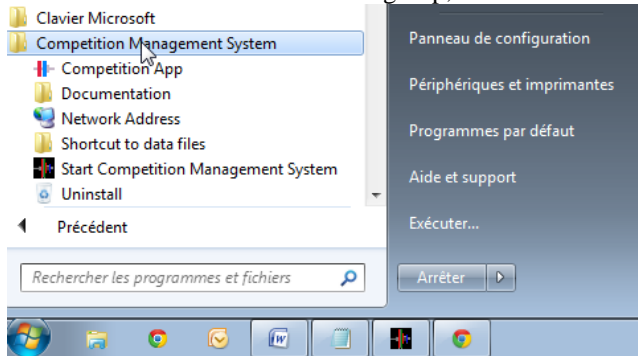
The simplest way to get started is to use the Excel template provided under the “Documentation” entry found in the “Competition Management System” program group.

- Locate All Programs:** At the bottom left of the screen, locate the entry for “All Programs” that appears when clicking on the Windows menu (as highlighted below – the link will obviously be in whatever language you run Windows under...)



- Locate the “Competition Management System” Program Group:** Click on the “All Programs” entry as shown in the previous item, and scroll down until you see “Competition Management System”. Clicking

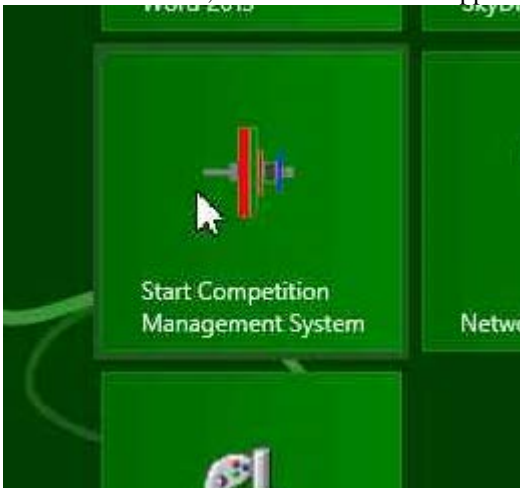
will show the various entries in the group, as follows



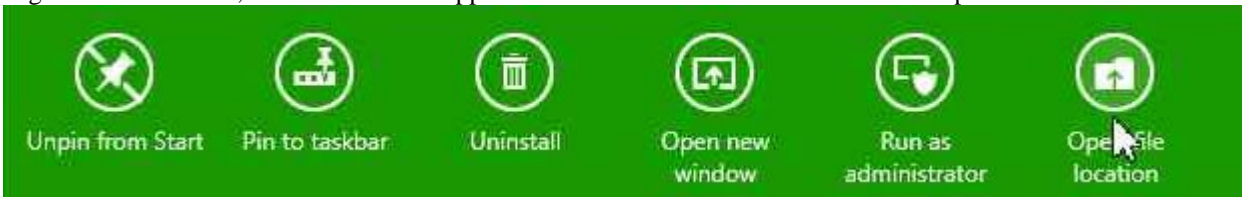
- **Open the template:** Click on the Documentation entry, and select **Registration Template.xls**

3.4.2 Windows 8 – Locate the Registration Template

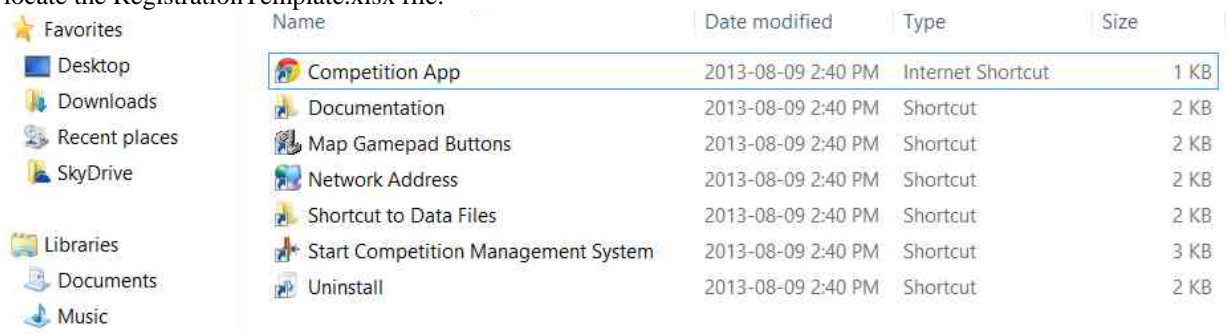
- On the Start screen, locate the tile for the application (typically to the right of the screen)



- Right-click on the tile, and a toolbar will appear at the bottom of the screen. Click on “Open File Location”

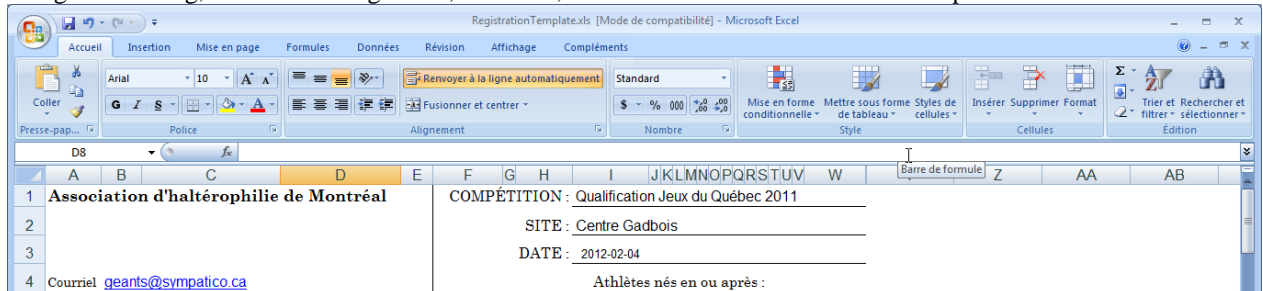


- This will open the Folder where the applications shortcuts are found. Click on the Documentation link to locate the RegistrationTemplate.xlsx file.



3.4.3 Update Administrative Information

- The system can import information from a spreadsheet. It will read the header from the registration sheet and store the information. You may later edit it in the web application to change it as needed.
- Open the Excel file and change the information in the top part of the sheet to suit your needs. You may change formatting, but *do not* merge cells, add cells, add rows or add columns. For example



- Note that this file is only used as input – any change you make here does not affect the formatting of the competition documents.
- The date format is set according to the Year-Month-Day international ISO 8601 standard (that is, 2013-01-02 means January 2nd 2010)

3.4.4 Enter Athlete Data

- Enter information about each athlete. Do not enter information in the greyed-out columns. Note the following
 - The membership column is optional. You may use it to type the four-character string inv. to denote an invited lifter that won't be ranked officially. Normally it is used to record a Federation membership number to facilitate keeping statistics.
 - The draw number column is not used, normally, because the system is able to perform the draw. It is only used when a federation has a separate legacy system for handling registrations and printing lifter cards, which has already handled the draw.
 - The birth date column is for the athlete's birth date. This column should be formatted in the Excel "Short Date" format, and be understood by Excel as a date. We do suggest you use the ISO8601 year-month-day format, for consistency with how the application displays dates.
 - The category column is used for the declared registration category. For club meets or regional meets, you may choose not to use it – the program will simply assign the category based on the weigh-in.

The Registration Category string, if used, must match the list that appears in the "Administration" – "Categories" screen. Beware that "over 105 men" is written as m>105 and "over 75 women" is written as f>75.

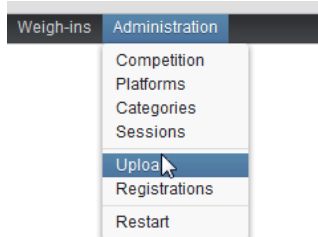
- A sample spreadsheet for a club meet is shown below (all athletes are assigned to the same group)

Membership#	Draw	Family Name	Given Name	M/F	Registration category	Club	Birth year	Session
		Bouffard	Anne Maxime	f	m51	CHWI	1999	A
		Thibault	Ian	m	m51	CHWI	2002	A
		Piccone	Matteo	m	m51	CHWI	2001	A
		Chagnon	Maxime	m	m51	CHWI	1996	A
		Beaupré	Francis	m	m56	CHWI	1996	A
		Lachance	François	m	m69	CHWI	1997	A
		Bouffard	Félix-Antoine	m	m77	CHWI	1997	A
		Labrosse	Hugo	m	m85	CHWI	1998	A
		Martin	Hugo	m	m85	CHWI	1999	A
		Dupuis	Jean-Charles	m	m94	CHWI	1996	A

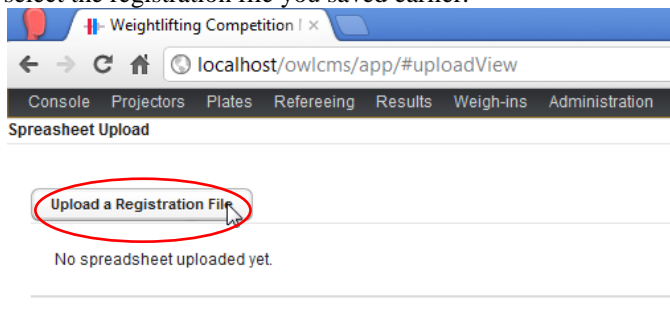
- Save the file on your disk, in a location you will remember, such as “Documents” or “Desktop”.
NOTE: You must use the Excel 97-2003 format for the registration file.

3.4.5 Load the Registration Spreadsheet

- Under the “Administration” menu, select the “Upload” entry



- This will bring you to the upload screen. Click on the “Upload a Registration File” as shown below and select the registration file you saved earlier.



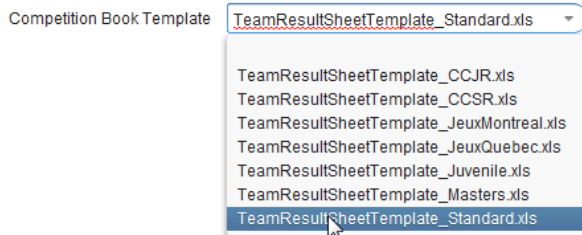
- Go to the “Administration” – “Competition” screen and observe that the information has been updated
- Go to “Administration” – “Registration” screen and check that all is correct. In this example, notice that three lifters do not have a registration category. This is because the lighter category for young men was not enabled, so when reading the spreadsheet the system did not find a match. We will show how to fix this in

sections 5 and 6.

REG.	DRAW	LAST NAME	FIRST NAME	M/F	BIRTH DATE	TEAM	REG. CAT.	SESSION	QUAL. TOTAL	TEAM MEMBEF
	0	Bouffard	Anne Maxime	F	1999	CHWI	f48	A	0	<input checked="" type="checkbox"/>
	0	Thibault	Ian	M	2002	CHWI	-	A	0	<input checked="" type="checkbox"/>
	0	Piccone	Matteo	M	2001	CHWI	-	A	0	<input checked="" type="checkbox"/>
	0	Chagnon	Maxime	M	1996	CHWI	-	A	0	<input checked="" type="checkbox"/>
	0	Beaupré	Francis	M	1996	CHWI	m56	A	0	<input checked="" type="checkbox"/>
	0	Lachance	François	M	1997	CHWI	m69	A	0	<input checked="" type="checkbox"/>
	0	Bouffard	Félix-Antoine	M	1997	CHWI	m77	A	0	<input checked="" type="checkbox"/>
	0	Labrosse	Hugo	M	1998	CHWI	m85	A	0	<input checked="" type="checkbox"/>
	0	Martin	Hugo	M	1999	CHWI	m85	A	0	<input checked="" type="checkbox"/>
	0	Dupuis	Jean-Charles	M	1996	CHWI	m94	A	0	<input checked="" type="checkbox"/>

4. Edit Competition Information

- Use the “Administration” – “Competition” menu item to reach the Competition Page
- Use the “Edit” button to change information as required.
- In the drop-down at the bottom of the page, select the “Standard” template.



5. Adjust Categories for Youth Championships

Normally this step is not required – by default the system uses the official IWF categories. You will also need to check this when reusing the same database after a youth championship.

- Use the “Administration” – “Categories” menu to reach the Categories screen.
- Use the “Edit” button to change categories
- Make sure that the proper categories are active.
- As an example, we will change male categories for a Youth championship. This means:
 - Make the categories for small men active. Under IWF rules, this would be the m50 category. You will notice that the program has an m51 category instead (for historical reasons).
 - Adjust the m51 category. Rename it to m50. Change the boundaries to start at 0.0 and end at 50.0 (the program is smart enough to know that the upper bound is included).
 - Make the m50 category active. (click on the “Active” checkbox)
 - Adjust the m56 category to start at 50.0.
 - Disable the m105 and m>105 categories.
 - Enable instead the m>94 category. Double-check that the maximum is 999.0. The special “and over” categories for youths are at the bottom of the list.
- **Perform a systematic check**

- a. Check that all used categories are active
- b. Check that all unused categories are inactive
- c. Check that all the active categories are correctly defined, starting at 0.0 for the smallest one, and ending at 999.0 for the largest one.
 - i. Check that there are no weight gaps between active categories
 - ii. Check that there are no overlaps between active categories

- **RESTART THE SYSTEM:** After changing categories, the system must be stopped and restarted (they are read once, when the system starts).

The following screen shots demonstrate how we would correct the categories to accept the spreadsheet shown in section 3.4.3.

- We adjusted the m51 and m56 categories: they do not overlap, and there is no gap. Both are active. The spreadsheet used an m51 category instead of m50 – the program does not care, as long as the data is consistent.

m51	M	0.0	51.0	<input checked="" type="checkbox"/> Active
m56	M	51.0	56.0	<input checked="" type="checkbox"/> Active

- We adjusted the m>94 category and disabled the usual 105 and over 105 categories. The sequence m85, m94 and m>94 has no gaps or overlaps. You can see that m105 and m>105 are unchecked and therefore inactive.

m94	M	85.0	94.0	<input checked="" type="checkbox"/> Active
m>94	M	94.0	999.0	<input checked="" type="checkbox"/> Active
m105	M	94.0	105.0	<input type="checkbox"/> Active
m>105	M	105.0	999.0	<input type="checkbox"/> Active

6. Adjust Registration Data

- Access registration data using the “Administration” – “Registrations” menu
- Use the “Edit” button to make the entries editable.
- You may click on any cell to change the information (such as the Name, Club, etc.)
- In order to change the Registration Category, or the assigned Competition Session, For example, the following illustrates how to fix the category for a competitor
 - Click on the link for the category (a “-“ is shown if there is no assigned registration category)
 - A list shows up. You may scroll up or down in the list. Select the desired value
 - Move the mouse away, the selected value will be recorded.

Weightlifting Competition | x

localhost/owlcms/app/#registrationList/

Console Projectors Plates Refereeing Results Weigh-ins Administration

Registrations Current Session Done Add New Row Draw lot numbers Start List Cards Delete these lifters

REG.	DRAW	LAST NAME	FIRST NAME	M/F	BIRTH DATE	TEAM	RI	SESSION	QUAL. TOTAL	TEAM MEMBER	ACTIONS
<input type="checkbox"/>	0	Bouffard	Anne Maxime	F	1999	CHWI	f48	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Thibault	Ian	M	2002	CHWI	f58	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Piccone	Matteo	M	2001	CHWI	f63	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Chagnon	Maxime	M	1996	CHWI	f75	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Beaupré	Francis	M	1996	CHWI	m50	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Lachance	François	M	1997	CHWI	m62	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Bouffard	Félix-Antoine	M	1997	CHWI	m69	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Labrosse	Hugo	M	1998	CHWI	m77	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Martin	Hugo	M	1999	CHWI	m85	A	0	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	0	Dupuis	Jean-Charles	M	1996	CHWI	m94	A	0	<input checked="" type="checkbox"/>	Delete

7. Draw, Start List and Competitor Cards

- Go to the “Administration” – “Registrations” screen. There are three buttons on the menu bar for each of the following functions
 - The “Draw lot numbers” button will assign a random lot number to each athlete. Pressing again will do a different draw.
 - The “Start List” will create an Excel spreadsheet with the registered lifters and their assigned competition session. You can set the start and end time of the sessions in the “Administration” – “Sessions” page.

startList_2012-02-01_161116.xls [Mode de compatibilité] - Microsoft Excel

Accueil Insertion Mise en page Formules Données Révision Affichage Compléments

Coller Presse-papiers Police Alignement Nombre

A21

Draw	Last Name	First Name	Team	Born	Cat.	Qual. Total
Session A						
1	6	Bouffard	Anne Maxime	CHWI	1999	f48
2	5	Piccone	Matteo	CHWI	2001	m51
3	7	Chagnon	Maxime	CHWI	1996	m51
4	10	Thibault	Ian	CHWI	2002	m51
5	9	Beaupré	Francis	CHWI	1996	m56
6	3	Lachance	François	CHWI	1997	m69
7	2	Bouffard	Félix-Antoine	CHWI	1997	m77
8	1	Labrosse	Hugo	CHWI	1998	m85
9	8	Martin	Hugo	CHWI	1999	m85
10	4	Dupuis	Jean-Charles	CHWI	1996	m94

Données

- c. Likewise, the “Cards” feature will produce the lifter cards.

The screenshot shows a Microsoft Excel spreadsheet titled "lifterCards_2012-02-01_162047.xls". The spreadsheet is a template for a lifter card. The data entered is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	BOUFFARD, Anne Maxime				CHWI	Body Weight	kg				
2												
3	Lot Number	6	Session	A			Category	f48				
4												
5		Snatch			Clean & Jerk			TOTAL				
6		1	2	3	1	2	3					
7	Automatic Progression											
8	Declaration	Starting Weight			Starting Weight							
9	Change #1											
10	Change #2											

8. Enter Assigned Referees for Each Session

If the referees are assigned ahead of time, you may enter them for each competition session.

- Go to the “Administration” – “Sessions” screen and use the “Edit” button.
- For each session, use the “Edit” button on each row to get the Session editing screen

The screenshot shows the "Sessions" screen in the OWL CMS application. The screen has a navigation bar with links: Console, Projectors, Plates, Refereeing, Results, Weigh-ins, and Administration. The main content area is titled "Sessions" and has buttons for "Done" and "Add New Row". Below this is a table with the following columns: NAME, WEIGH-IN TIME, COMPETITION TIME, PLATFORM, CATEGORIES, and ACTIONS. The table contains four rows labeled A, B, C, and D. The "ACTIONS" column for each row contains three buttons: "Delete", "Delete lifters", and "Edit". The "Edit" button for row A is circled in red.

NAME	WEIGH-IN TIME	COMPETITION TIME	PLATFORM	CATEGORIES	ACTIONS
A			-	-	Delete Delete lifters Edit
B			-	-	Delete Delete lifters Edit
C			-	-	Delete Delete lifters Edit
D			-	-	Delete Delete lifters Edit

- You will then get a screen where the officials can be defined

The screenshot shows a software window titled "A" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Name:** A text input field containing the letter "A".
- Weigh-In Time:** A text input field with a small grid icon to its right.
- Start Time:** A text input field with a small grid icon to its right.
- Platform:** A dropdown menu.
- Categories:** A list box showing the following items: f40, f44, f48, f53, f58, f63.
- Announcer:** A text input field containing "Robert Marineau".
- Marshall:** A text input field containing "Dave St-Pierre".
- Time Keeper:** A text input field containing "Armelle Chevrier".
- Technical Controller:** A text input field containing "Jean-François Lamy".
- Referee 1:** A text input field containing "Marcel Perron".
- Referee 2:** A text input field containing "Émery Chevrier".
- Referee 3:** A text input field containing "Noël Gilbert".
- Jury:** A text input field containing a hyphen "-".

At the bottom left of the window are two buttons: "OK" and "Cancel".

- This information can also be accessed and edited while the competition is in progress by going to the "Results" screen and selecting the session in the dropdown.

9. Category Changes, Group Changes and Withdrawals.

- If a user changes categories, and the competition rules allow him to, you may if you wish change the registration category as explained in section 6. This is actually optional, because the program will compute the effective category based on the actual body weight recorded.
- If a user changes groups, typically because he did not meet the weight requirement, then you must change the group, as explained in section 6. If this takes place after the announcer has already loaded the group, then the announcer must use the “Reload” button on his screen.
- If a lifter withdraws and has never been weighed, there is no need to do anything. Lifters that were not weighed do not appear in the results. You may of course, if you prefer, use the “Delete” button from the “Registrations” or “Weigh-in” pages to make sure they are gone.

10. Weigh-ins

- The Weigh-in screen is reached from the Menu bar.
- It is identical in operations to the Registrations screen.
- Weigh-ins are normally done one session at a time; there is a drop-down at the top of the page to select which session is being weighed.

10.1 Assignment of Start Numbers and Starting Weights Sheets

- IWF rules as revised in 2013 state explicitly that the start number is used to determine lifting order.
- At the end of the weigh-in session, the “Start Numbers” button should be used to assign start numbers.
- If you printed the lifter cards as suggested in this manual, the start number is empty. The competition secretary should print a Starting Weights sheet using the button at the top of the page, and double check that the information is correct relative to the lifter cards. At the same time, the start number is written down on the lifter card.
- The requisite number of starting weights sheets is then printed (the starting weights sheet is the same as a protocol sheet, except that the weights declared at weigh-in are printed).

11. Results

- The results screen presents the ranking. In order to update it, you must explicitly use the “Refresh” button.
- At the end of each session, you can produce a Result Sheet spreadsheet, by selecting the current session in the drop down.
- At the end of the competition, you can produce a results spreadsheet for the whole meet, by selecting the “blank” session (i.e., no session) and using the “Result Sheet” button.
- At the end of the competition, you may also produce a Competition Book by using the “Rankings and Points” button.

12. Masters

The system is capable of handling Masters championships. This is enabled on the Competition editing page. However, these features are used less frequently, and tested less strenuously. If you intend to run a Masters championship with the program, kindly let the author know so a spot check can be done.