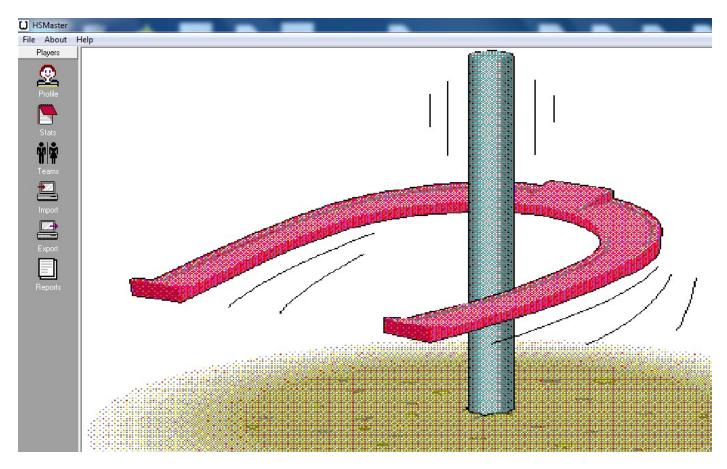
# HS Master Sequence of Operation Manual



## Preface

The purpose of this manual is to give a sequence of operation, so the user can setup a tournament using HSMaster. We have designed this manual for new users of HSMaster. Instructions are placed before display pages for ease of locating where to enter data or where to click on a function button. Instructions are followed by highlighted numbers. The highlighted numbers are also placed in boxes on or around page displays with arrows pointing to where you need to enter data or click on a function button. It was not practical to show a new page display with each function. We want this to be a quick reference and help guide while you are setting up your tournament. Until you are very comfortable using HSMaster, I recommend that you have this manual running the same time you are using HSMaster.

HS Master also has a help guide at the top left of your screen or you can get a help guide called **HSMaster Help Desk**. You can down load it from the NHPA web site located in the pop down window under Resources. Click on software, and then click on HSMaster Help Desk.

We recommend that you practice setting up a fictitious tournament with a four person group. Then try setting up a five person group. This should help you get familiar with the program. Now setup a nine person two group tournament. Now setup a four group tournament. You should be ready to run HS Master for your tournament.

## **HS Master Sequence of Operation Manual**

The very first step in setting up a tournament is to import players and their current averages. Shrink HS Master and go to the NHPA web site and open up statistics, click on NATSTATS in the drop down window.



Click on the state you want (Northern California). Hit ctrl A. Your screen should look like the display below. The screen should turn Blue. Copy the data (ctrl C or right click & copy). Shrink or close the NHPA web site.

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( www.horseshoep	pitching.com/nstats/NCA.TX	Т						E C 9.
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30172 Mark								
30263 John								
31092 Elissa								
30043 Chris								
30371 Jim								
30333 Derek								
30914 Robert		CA						
30405 Karen								

On the HS Master home page, click on Import. 2 Click on Paste. 3 You should see a list of players. Click on Select All. You should see check marks in the select column. Click on Load Averages. You should see the players list turn blue and scroll down as it loads the averages. Click on Update Names. You should see the list scroll down again. Click on Load Selected Players. It should scroll one more time as it loads the data. The screen should look like the display below. You have now loaded and updated player averages. You are ready to setup the tournament. Click on Tournaments. 4

Help		-					
Impo	rt Data						
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Find Fi	le						
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Card #	First Name	Last Name	St	Division	Ava	Select	<u>^</u>
30318	Boyd	Abbott	GA	Dittalen	37.61		
31252	Robert	Alessandro	GA		9.86		
30932	Robert	Alexander	GA		8.33		
31128	Brian	Allen	GA		12.38		
31150	Jesse C	Alvarado Jr	GA		12.14	<b>V</b>	
30995	Mike	Anderson	GA		8.69		
30440	Shonda	Annis	GA	₩	<del>19.33</del>		
31117	Aaron	Armstrong	GA		<del>21.50</del>	<b>V</b>	
31119	Chad	Armstrong	GA		28.33	<b>V</b>	
	Jesse	Armstrong	CA.		20.80		
2 77	Nank	Аноро	GA		<u>62.50</u>		
95	Haile	Анеуе	GA		<del>20.15</del>		-
Paste		select All   Load Averages	Update	Names	Load Sele	cted Playe	ers
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Then click on Setup **1** 5 at the top of the screen. First, enter the tournament Sanction number *\*this is a three part number separated by dashes only, no other symbols.* For Northern California its (03), enter the year number (16) and the assigned tournament number from the schedule, (001) for this example. The tournament should read 03-16-001. Hit tab and enter the Tournament Name (Gino Rinaldi). Hit tab and enter the Date (2/6/2016). Hit tab and enter City (San Francisco). Hit tab and enter the state abbreviation (CA). Hit tab and enter the Tournament Director name (Peter Zepponi). Your screen should look like the display below.

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	urna	ments								
	nction	Name		Date 🗸	City	St	Director		 	
1 03-	16-001	Gino Rinaldi		2/6/2016	San Francisco	CA	Peter Zepponi			
03-	15-137	Rick Della Santina	Doubles	12/6/2015	Half Moon Bay	CA	Bill Terry			
03-	15-136	Terry Farrell Oper	ı	12/5/2015	Half Moon Bay	CA	Bill Terry			
03-	15-135	Partners For Fun		11/8/2015	Pleasanton	CA	Richard Robbin			
03-	15-998	Turkey Shoot B		10/12/2	tri Valley	CA	RR			
03-	15-999	Turkey Shoot		10/12/2	tri Valley	CA	RR			
03-	15-124	genevievive lavet	t memoroial	10/9/2015	sea	CA	rat			
s 03-	15-120	Carver & Erickson	Open	9/27/2015	Half Moon Bay	CA	Bill Terry			
03-	98-015	Glen O'Brien Doub	les	8/16/2015	Half Moon Bay	CA	Bill Terry			
03-	95-015	Joe Sciarra Open		8/15/2015	Half Moon Bay	CA	Bill Terry			
s 03-	76-015	Foa & Keith Remil	ong Open	7/5/2015	Half Moon Bay	CA	Bill Terry			
03-	74-015	Bill Terry Open		7/4/2015	Half Moon Bay	CA	Bill Terry			
06-	25-015	Mona Della Santin	a - Julie McGowa	6/25/2015	Half Moon Bay	CA	Bill Terry			
03-	64-015	Koistinen - Pache	to Open	6/16/2015	Half Moon Bay	CA	Bill Terry			
03-	63-015	Doreen Elkins Ope	en	6/16/2015	Half Moon Bay	CA	Bill Terry			
03-	53-015	Charlie Hall Open		6/4/2015	Half Moon Bay	CA	Bill Terry			
Ontion	nal Class	s Definitions								

Hit enter. Your tournament should drop down to the next row. In the column with the  $\frac{1}{6}$ , click in the square to left of your tournaments date. You should see an arrow pointing to the tournament you are setting up and highlighted in blue. Hit enter. You should see the tournament highlighted in grey. The bottom under, **Optional Class Definitions** you will be ready to set up the tournament groups. Start with **assigning each class a letter**. We use X as a setup group and name it Setup. 7 Name the next class A. The top group is always A and the next group is **B**, etc. etc. (A for group 1, B for group 2). Hit tab, type in Name (Group 1). Hit tab for Handicap (Hcp). Enter 0 for no handicap or input the % you want for that handicap group. \**if the player average difference is more than* 15%, *you have an option to make it a handicap group*. If so enter the recommended (80%). 8 Hit tab and make sure the date and start time (Date/Time) are correct. 9 Hit tab and enter how many shoes are pitched per game (ShPg). \*In a small group you might want to have them pitch more shoes *with less games played*. **10** Hit tab, For **Tie Breaker**, Enter **Ringers**, **head to head** or **Ringers over average**. Do not use **Points** if the group is handicapped. 11 Hit tab, for **Format** enter singles or doubles. 12 Hit tab, mark in the **check mark** for group 1 only for tournament championship group (CHMP). 13 Hit tab, for number of places paid (NoPa) enter the number of places you pay out. 14 Hit tab, check mark on Report and hit enter. You are now ready to start the next group. 15 \* These steps should be done before you arrive at the tournament. I usually set up 4 groups. A new group can be added any time & all groups can be edited to fit the needs of that group. It's ok if you don't use a group. You are now ready to enter players in your tournament. Click on Entries from the left hand column. 16

Sanction   Name   Date ∇   City   St   Director     *   03-16-001   Gino Rinaldi   2/6/2016   San Francisco   CA   Peter Zepponi     03-15-137   Rick Della Santina Doubles   12/6/2015   Half Moon Bay   CA   Bill Terry     03-15-136   Terry Farrell Open   12/5/2015   Half Moon Bay   CA   Bill Terry     03-15-136   Terry Farrell Open   12/5/2015   Half Moon Bay   CA   Bill Terry     03-15-135   Partners For Fun   11/8/2015   Pleasanton   CA   Richard Robbins     03-15-998   Turkey Shoot B   10/12/2   tri Valley   CA   RR     03-15-120   Carver & Erickson Open   9/27/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Glen O'Brien Doubles   8/16/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Joe Sciarra Open   8/15/2015   Half Moon Bay   CA   Bill Terry     03-76-015   Foa & Keith Remillong Open   7/5/2015   Half Moon Bay   CA   Bill Terry     03-74-015   Bill Terry Open   7/4/2015   Half Moon
▶   03-16-001   Gino Rinaldi   2/6/2016   San Francisco   CA   Peter Zepponi     03-15-137   Rick Della Santina Doubles   12/6/2015   Half Moon Bay   CA   Bill Terry     03-15-136   Terry Farrell Open   12/5/2015   Half Moon Bay   CA   Bill Terry     03-15-136   Terry Farrell Open   12/5/2015   Half Moon Bay   CA   Bill Terry     03-15-135   Partners For Fun   11/8/2015   Pleasanton   CA   Richard Robbins     03-15-998   Turkey Shoot B   10/12/2   tri Valley   CA   RR     03-15-124   geneviewive lavett memoroial   10/9/2015   sea   CA   rat     03-15-120   Carver & Erickson Open   9/27/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Glen O'Brien Doubles   8/16/2015   Half Moon Bay   CA   Bill Terry     03-76-015   Foa & Keith Remillong Open   7/5/2015   Half Moon Bay   CA   Bill Terry     03-74-015   Bill Terry Open   7/4/2015   Half Moon Bay   CA   Bill Terry     03-74-015   Bill Terry Open   7/4/2015
03-15-137   Rick Della Santina Doubles   12/6/2015   Half Moon Bay   CA   Bill Terry     03-15-136   Terry Farrell Open   12/5/2015   Half Moon Bay   CA   Bill Terry     03-15-136   Terry Farrell Open   12/5/2015   Half Moon Bay   CA   Bill Terry     03-15-135   Partners For Fun   11/8/2015   Pleasanton   CA   Richard Robbins     03-15-998   Turkey Shoot B   10/12/2   tri Valley   CA   RR     03-15-124   genevievive lavett memoroial   10/9/2015   sea   CA   RR     03-15-120   Carver & Erickson Open   9/27/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Glen O'Brien Doubles   8/16/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Joe Sciarra Open   8/15/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Joe Sciarra Open   7/5/2015   Half Moon Bay   CA   Bill Terry     03-76-015   Foa & Keith Remillong Open   7/5/2015   Half Moon Bay   CA   Bill Terry     03-74-015   Bill Terry Open   7/4/2015   Half
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es   0.3-15-135   Partners For Fun   11/8/2015   Pleasanton   CA   Richard Robbins     0.3-15-998   Turkey Shoot B   10/12/2   tri Valley   CA   RR     0.3-15-999   Turkey Shoot B   10/12/2   tri Valley   CA   RR     0.3-15-999   Turkey Shoot   10/12/2   tri Valley   CA   RR     0.3-15-124   genevievive lavett memoroial   10/9/2015   sea   CA   rat     0.3-15-120   Carver & Erickson Open   9/27/2015   Half Moon Bay   CA   Bill Terry     0.3-98-015   Glen O'Brien Doubles   8/16/2015   Half Moon Bay   CA   Bill Terry     0.3-95-015   Joe Sciarra Open   8/15/2015   Half Moon Bay   CA   Bill Terry     0.3-76-015   Foa & Keith Remillong Open   7/5/2015   Half Moon Bay   CA   Bill Terry     0.3-74-015   Bill Terry Open   7/4/2015   Half Moon Bay   CA   Bill Terry     0.6-25-015   Mona Della Santina - Julie McGowa   6/25/2015   Half Moon Bay   CA   Bill Terry     0.3-64-015   Koistinen - Pacheco Open   6/16/2015<
03-15-998   Turkey Shoot B   10/12/2   tri Valley   CA   RR     03-15-999   Turkey Shoot   10/12/2   tri Valley   CA   RR     03-15-124   genevievive lavett memoroial   10/9/2015   sea   CA   rat     03-15-120   Carver & Erickson Open   9/27/2015   Half Moon Bay   CA   Bill Terry     03-98-015   Glen O'Brien Doubles   8/16/2015   Half Moon Bay   CA   Bill Terry     03-95-015   Joe Sciarra Open   8/15/2015   Half Moon Bay   CA   Bill Terry     03-76-015   Foa & Keith Remillong Open   7/5/2015   Half Moon Bay   CA   Bill Terry     03-74-015   Bill Terry Open   7/4/2015   Half Moon Bay   CA   Bill Terry     03-64-015   Koistinen - Pacheco Open   6/16/2015   Half Moon Bay   CA   Bill Terry
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03-76-015   Foa & Keith Remillong Open   7/5/2015   Half Moon Bay   CA   Bill Terry     03-74-015   Bill Terry Open   7/4/2015   Half Moon Bay   CA   Bill Terry     06-25-015   Mona Della Santina - Julie McGowa   6/25/2015   Half Moon Bay   CA   Bill Terry     03-64-015   Koistinen - Pacheco Open   6/16/2015   Half Moon Bay   CA   Bill Terry
03-74-015   Bill Terry Open   7/4/2015   Half Moon Bay   CA   Bill Terry     06-25-015   Mona Della Santina - Julie McGowa   6/25/2015   Half Moon Bay   CA   Bill Terry     03-64-015   Koistinen - Pacheco Open   6/16/2015   Half Moon Bay   CA   Bill Terry
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02 62 015 Derson Ellins Open 6/16/2015 Half/ pen Ray, CA Bill Terry, 15
Class Name Hcp Date/Time ShPG TieBreaker Format Chmp NoPA Report
0, 02/06/2016 8:00 AM 0
A Group 1 80 02/06/2016 8:00 AM 40 Points Singles 🗹 2 🔽
\BGroup 280_02/06/2016 8:00 AM\ 40 Points \Singles \ 2 \Z
<b>7</b> $[Group 3]$ <b>8 9 10 11 12 13 14 2</b>

### \*Highlighted number point 16 is on the previous page.

You are now ready to enter players in your tournament. Click on **Entries** from the left hand column. **16** This is when you enter the names of all of the members who signed up for the tournament, In the drop down box, place the name of the tournament (**Gino Rinaldi**) in the box under the words **Tournament Entries** and hit enter. **17** You will see a blue highlight in the players list. Type the first 3 letters of the last name of a player you want to enter (*this will get you close to their name or arrow down to it*), highlight their name and hit enter. *Their name should go to the right in players entered*. Repeat this step until all the players signed up are entered. **18** The class column is blank. Place all players in Class X. This places the players in entering % order. This will help you decide who will be in each group. Then assign appropriate class letter for each group. When you are done, you should not have a player in Class X. **19** \**In this example, class A should be handicapped. You will need to go back and change class A to handicapped and the other 3 groups to 0 handicap*. Your screen should look like the display helow.

below.					<mark>_17</mark>					<mark>19</mark>					
U HSMaster		-					The second second		1			-		-	
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-	03-16-001 Gino Rinaldi			•	Update %	s from	n Profile								
	(												_		
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<u>e</u>	Name /		St	Year		- ^	Name		Paid	Seed		Class /	Shoes	-	
Entries	Salinas, Adam		CA				Bermingham, Rick	М	0.00	0	67.22	A	0	0	
	Salinas, Jacob	30703	CA		ѫ		Lee, Hayden	В	0.00	0	66.55	A	0	0	
1	Saltkill, Dolf	31101	CA				Sluys, Travis	B	0.00	0	60.44	A	0	0	
	Sample, Jim	30874	CA		イ		Sciarra, Joe	E	0.00	0	58.31	A	0	0	
Play Singles	Sanchez Jr, Sergio	31039	CA	1			Farrell, Terry	E	0.00	0	57.90	Α	0	0	
2	Sanchez, Ed	30347	CA	<b>_</b>			Moore, Leon	E	0.00	0	53.15	А	0	0	
	Sanchez, Iggy	30712	CA	/			Zepponi, Luke	С	0.00	0	41.66	А	0	0	
Play Doubles	Sanchez, Nick	30709	CA/				Wood, Marge	W	0.00	0	33.43	В	0	0	
	Sanchez, Sarah	31041	2A				Moore, Edward	E	0.00	0	29.16	В	0	0	
	Sanders, Marvin	30264	CA				Hofland, John	E	0.00	0	28.28	В	0	0	
	Saunders, Jim	30966	CA				Carver, Johnny	M	0.00	0	27.96	В	0	0	
8	Saunders, Nicole	31009	CA				Terry, Bill	М	0.00	0	27.18	В	0	0	
	Saunders, Sue	30189	CA				Koistinen, Dale	М	0.00	0	26.66	В	0	0	
	Saunders, Timothy	30159	CA				O'Brien, Glen	М	0.00	0	24.03	С	0	0	
	Schikore, Eric	30035	CA				Della Santina, Rick	М	0.00	0	23.87	С	0	0	
	Sciarra Jr, Joe	30869	CA				Robbins, Richard	М	0.00	0	21.50	С	0	0	
	Sciarra, Joe	30847	CA				Wood, Fred	E	0.00	0	20.63	С	0	0	
	Scofield, Jon	31016	CA				Zepponi, Peter	М	0.00	0	19.33	С	0	0	
	Senter, Delmont	30482	CA				Rinaldi, Gino	М	0.00	0	18.52	С	0	0	
	Serra, Carlin	30071	CA				Carvallyo Sr, James	М	0.00	0	15.39	D	0	0	
	Setters, Dion	30374	CA				McCall, Dick	E	0.00	0	13.69	D	0	0	
	Sharpe, Jeff	400363	CA				Buna, Rosie	W	0.00	0	10.31	D	0	0	
	Shaw Jr, Cecil	30795	CA				Kennel, Robert	м	0.00	0	7.41	D	0	0	
	Sheehan, Dennis	31189	CA			=	Hall, Charlie	М	0.00	0	7.19	D	0	0	
	Shelton, Dave	30638	CA				Carvallyo II, James	м	0.00	0	7.08	D	0	0	

In this example, you will notice that after we created each class based on the averages of the players. The class groups were predetermined before arriving at the tournament. Some class groups need to be edited for Handicap or no Handicap because of the used for this example. *\*It is important to know that if a Handicap Group finishes in a win/loss tie and the tournament director has determined there will be no playoff in case of a tie. The NHPA rules state that you cannot use points as a tie breaker.* The options are, Playoff, Head to Head or Ringer Percent over entering average.

Go back to Setup. Click on your tournament (in this example, **Gino Rinaldi**). Hit enter. You should see the four groups at the bottom. In this example the first two groups are not handicapped. Make the correct changes.

Class A should be 80% Handicap & Head to Head for the Tie Breaker. Class B is OK. Class C should be 0 Handicap & Ringer Percent for a Tie Breaker. Class D should be 0 Handicap & Ringer Percent for a Tie Breaker.

Your screen should look like the display below.

10	lp											
-	To	urna	mer	its								
	Sa	nction	Name			Dat	e 🗸	City	St	Direc	tor	
	*											8
	03-	16-001	Gino Rir	naldi		2/6/	2016	San Francisc	O CA	Peter	Zepponi	i
	03-	15-137	Rick De	la Santin	a Doubles	12/6	/2015	Half Moon B	ay CA	Bill Ter	ry	
	03-	15-136	Terry F	arrell Ope	en	12/5	/2015	Half Moon B	ay CA	Bill Ter	ry	
	03-	15-135	Partner	s For Fur	Ê	11/8	/2015	Pleasanton	CA	Richar	d Robbi	ns
	03-	15-998	Turkey	Shoot B		10/1	2/2	tri Valley	CA	RR		
	_	15-999	Turkey					tri Valley	CA	RR		
	-	15-124	-		tt memoroial		/2015		CA	rat		
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	_	98-015		Brien Dou				Half Moon B		Bill Ter		
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		nal Class				0/10	12010	indian Proof Pr	ay jun	- Din Ter	.,	
	Class	Name		Нср	Date/Time		ShPG	TieBreaker	Format	Chmp	NoPA	Report
				0	02/06/2016 8:00 A	M	0	2			0	
	A	Group 1		80	02/06/2016 8:00 A	M	40	HeadToHead	Singles		2	
	в	Group 2		0	02/06/2016 8:00 A	M	40	Rgr Percent	Singles		2	
	с	Group 3		0	02/06/2016 8:00 A	M	40	Rgr Percent	Singles		2	
	D	Group 4		0	02/06/2016 8:00 A	M	40	Rgr Percent	Singles		2	
	х	Setup		0	02/06/2016 8:00 A	M	0	Rgr Percent	Singles		2	

You are now ready for you next step. Click on Play Singles. 20

You should see the tournament at the top (Gino Rinaldi). Click on the down arrow (below where it says class). 21 Click on <u>A Group 1</u> and click Load. 22 You should see the number 1 highlighted in blue to the right of courts. \**This is a seven person group. That means they will be playing on 3 courts and each player will have a bye.* 

#### \*This is a very important step!

For this example, they will be playing on courts 6, 7, & 8. The 1 highlighted represents the first court played on for this group. Type the number 6. You should see 6 with the curser next to the number 6 flashing. Click on the **down arrow 23** next to the 6. You should the number 2 highlighted in blue. This represents the second court played on for this group. Type the number 7. Hit the **down arrow** and you should see the number 3 highlighted in blue. Type the number 8 for the third court used by this group. This is a seven person group, so you would play 1 round. 24 This is an odd person group, so you mark the bye. You are ready to click on **Create Pair**. 25 **\*If you have to make a change because of any mistakes or adding a player, just Delete Pair and reload the Group you are working on**.

Your screen should look like the display below.

		<mark>20</mark> /		<b>21 22</b>	<mark>26</mark>	2	<mark>4</mark>	23 2!	5					
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	1	6	40	Travis Sluys	0	0	0	Leon Moore	0	0	0			
)•	1	7	40	Joe Sciarra	0	0	0	Terry Farrell	0	0	0			
	1	8	40	Hayden Lee	0	0	0	Luke Zepponi	0	0	0			
ngles	2	6	40	Rick Bermingham	0	0	0	Luke Zepponi	0	0	0			
)>	2	7	40	Hayden Lee	0	0	0	Leon Moore	0	0	0			
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oubles	3	6	40	Hayden Lee	0	0	0	Terry Farrell	0	0	0			
1	3	7	40	Joe Sciarra	0	0	0	Luke Zepponi	0	0	0			
1	3	8	40	Rick Bermingham	0	0	0	Leon Moore	0	0	0			
	4	6	40	Joe Sciarra	0	0	0	Leon Moore	0	0	0			
	4	7	40	Rick Bermingham	0	0	0	Terry Farrell	0	0	0			
J	4	8	40	Travis Sluys	0	0	0	Luke Zepponi	0	0	0			
	5	6	40	Hayden Lee	0	0	0	Travis Sluys	0	0	0			
	5	7	40	Leon Moore	0	0	0	Luke Zepponi	0	0	0			
	5	8	40	Rick Bermingham	0	0	0	Joe Sciarra	0	0	0			
	6	6	40	Terry Farrell	0	0	0	Luke Zepponi	0	0	0			
	6	7	40	Rick Bermingham	0	0	0	Travis Sluys	0	0	0			
	6	8	40	Hayden Lee	0	0	0	Joe Sciarra	0	0	0			
	7	6	40	Rick Bermingham	0	0	0	Hayden Lee	0	0	0			
	7	7	40	Travis Sluys	0	0	0	Joe Sciarra	0	0	0			
	7	8	40	Terry Farrell	0	0	0	Leon Moore	0	0	0			

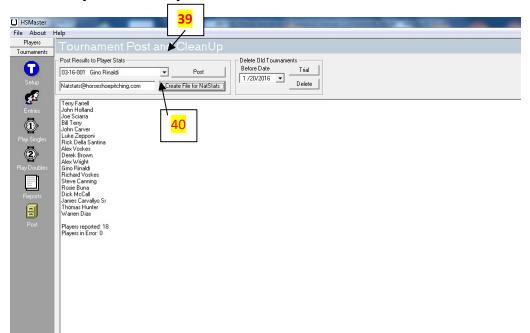
\*Make sure that you check the Score Checker. This will prevent you from entering mistakes made on score sheets. If your data will not be accepted, check the score sheet! 26 Click on Round Robin Cards. 27 Then click on Print. 28 \*Your print out should have 2 players a page, so you will need a paper cutter or scissors to cut cards. If you do not have 2 players on the Round Robin cards. Click on setup, Click on settings, make the value of ID 3 the number 3. Click on the down arrow 21 for class <u>B Group 2</u> and click on Load. 22 Do the same setup for B Group 2, starting with assigning courts, 1 Round, no Bye, and Create Pair, then print the Round Robin Cards. Do the same for all the groups. You are now ready to start the tournament. If you have to add more games in case of a play off, highlight the blank top row. 29 Enter the game #, 30 the court played on 31 and players involved in the playoff. 32 Enter the games results.

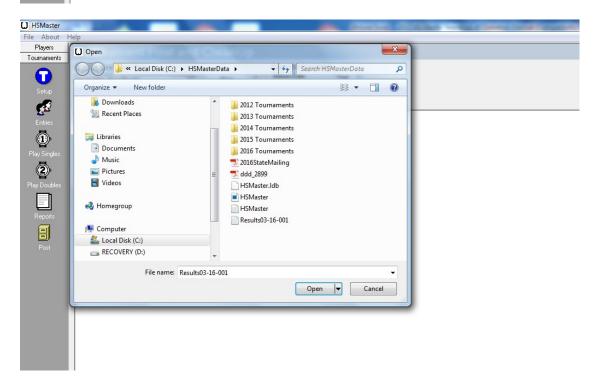
After you enter your tournament data for each group, and the tournament is over. Click on Preview 33 and make sure everything looks like you expect. Close Preview and click on Print. 34 After all score sheets have been entered in a group including any playoff games, be sure you have standings and box scores checked. You should have a detailed copy of the group's results.

This is important! The next step is to click on Export. **35** You should see at the bottom of the screen File has been created. This sends the group's data to a data base that you will need so you can attach it to an e-mail to your States statistician. He then forwards this to the NHPA statistician who then uses this data for our tournament info and creating each player average. Do the same for all the groups in the tournament. The last step is to click on Reports. **36** Click on Results, then Preview, if you see all your groups, click on Text File. You should see at the bottom of the screen, File has been created.

<b>30</b>	1	32	2	]		/	<mark>3</mark>	<mark>3</mark> \								
HSMaster	-								-							
File About H	elp					/										
Players Tournaments		Si	ng		s Round/	Robi				Sco	re Checker 📃 Forfeits	s Visibl	e			
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🛛 🔽 🖌			-						Colurts	-	• • bye		<u> </u>			
Setup	Cla	SS	JA	Gro	up 1 🖌	-	Loa	be	Roun	ds	C Pacer Dele	te Pair		- 29	9	
<b>1</b>	Gm	Crt			Name		Pts	Rgrs	SglP		Name	Pts	Rgrs			
	6	4	40		Terry Farrell		_		0		John Hofland			0		
Entries	1	3	40	W	Joe Sciarra		38	14	8	L	Bill Terry	37	6	31		
1	1	4	40	L	Terry Farrell		31	20	4	W	Johnny Carver	42	14	33	•	
Play Singles	1	5	40		Luke Zepponi		26	6	23		John Hofland	62	14	35		
	2	3	40	_	Terry Farrell		49	23	4		John Hofland	45	12	33		
2	2	4	40		Luke Zepponi		34	12			Bill Terry	53	13	38	•	
ay Doubles	2	5	40	_	Joe Sciarra		55	20	4		Johnny Carver	39	6	30		
	3	3	40		Joe Sciarra		63	23	3	_	Luke Zepponi	22	3	22	•	
	3	4	40		John Hofland		68	12	41		Johnny Carver	49	9	31		
/ Reports	3	5	40	_	Terry Farrell		46	18	10		Bill Terry	34	7	31	2	
	4	3	40	L	Johnny Carver	-	51	8		-	Bill Terry	53	5	44	•	
<mark>36</mark> ∬ ∖	4	C	lick	0	Setup to		77	28	5		Luke Zepponi	17	4	17		
	<u>-</u>				•		39	20	3		John Hofland	50	13	35		
3 <mark>38</mark>		m	lak	e cl	hanges in	3	-	16 11	5		Terry Farrell Bill Terry	40 37	27 6	4 31	•	
	5	se	etti	ngo		<mark>&gt;</mark>	<b>′</b>	11	44 23		Johnny Carver	61	15	31		
	1								20		coning carron		10	0.		
											•	<mark>34</mark>				
↓ ↓					1											
				27	<mark>35</mark>						33					

I recommend in Path box it read <u>C\HSMasterdata</u>\. **37** \* see the previous page to locate the Path Box. This will make it easier to find your tournament data for attached e-mails. The last step is to Post your results. \*This is very important because NATSTAS uses this post as Results for everyone's NHPA average! Click on Post. **38** \*see previous page. Click on Post on the next page. **39** You should see a list of all the players who played in the tournament. Click on Create file for NatStats. **40** \*Make sure your path is C:\HSMasterdata\ Open the file. This will send your data to your HSMasterData.



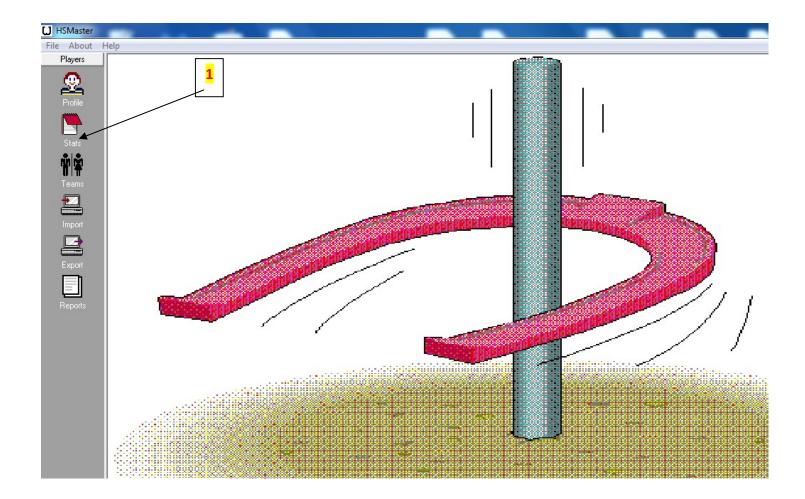


HSMasterData is located in Local Disk (C:) Click on Local Disk (C:). 41 Your screen should look like the display below. Click on HSMasterData 42 and you will be able to locate all of tournament files to send in an E-Mail attachment to your tournament NATSTAT person.

e Edit View Tools Help						
organize ▼ Share with ▼ Burn	Compatibility files New folder					
Favorites	Name	Date modified	Item type	Size	Tags	
Public / 42	VTS_01_5.VOB	12/31/2003 4:00 PM	VOB File	29,02	6 KB	
Desktop	HSMasterData	1/19/2016 10:59 AM	File folder			
Downloads	FTW	1/16/2016 11:48 PM	File folder			
Recent Places	Config.Msi	1/14/2016 1:15 PM	File folder			
L	Program Files (x86)	1/6/2016 5:23 PM	File folder			
🗃 Libraries	\mu Program Files	12/3/2015 5:51 PM	File folder			
Documents	ProgramData	12/3/2015 5:51 PM	File folder			
J Music	📕 Windows	12/1/2015 8:53 PM	File folder			
Pictures	📕 HSScoreKeeperData	7/17/2015 8:32 AM	File folder			
Videos	퉬 garmindata	4/13/2015 10:24 AM	File folder			
	📕 Member Backups	2/23/2015 7:11 PM	File folder			
🕹 Homegroup	iii ToolBox	2/23/2015 7:11 PM	File folder			
	Christmas	12/14/2014 4:54 PM	File folder			
📕 Computer	🍌 2014 Christmas Card	11/11/2014 3:40 PM	File folder			
🏭 Local Disk (C:)	Jerra 🔒 Sierra	3/11/2014 5:17 PM	File folder			
RECOVERY (D:)	Jan Temp	2/14/2014 7:17 PM	File folder			
	N360_BACKUP	4/28/2013 6:22 PM	File folder			
🖣 Network	Users	1/10/2013 8:10 PM	File folder			
	Ja Autoruns	2/10/2012 11:17 PM	File folder			
	\$WINDOWS.~Q	2/10/2012 10:27 PM	File folder			
	SINPLACE.~TR	2/10/2012 9:16 PM	File folder			
	intel 🔒	4/2/2011 12:33 AM	File folder			
	PerfLogs	7/13/2009 8:20 PM	File folder			
	MSOCache	2/17/2009 9:08 PM	File folder			

## How to set up a Doubles Tournament on HS Master

On the home page Click on Teams. 1



Create team names in Setup Teams Box

**Examples** - R & R, or Remillong, Sample-McGowan, Terry-Hall – Hit enter 2

It is best when you enter the last name of each player. Enter the player with the highest average first. This will make your data entry during the tournament a lot easier.

p		
Setup Teams		
Team	•	
Sample - McGowan		
Bernard - Hughes		
Buna - Weir		- S
Carvallyo		
Cowles - Szczepanski		
Della Santina - Robbins		
Player List		
Name	City	St
Abbott, Boyd	Sometown	CA
Adams, Daryl	Sometown	CA
Aispuro, Jose	Sometown	CA
Alessandro, Robert	Sometown	CA
Alexander, Robert	Sometown	CA
Allen, Brian	Sometown	CA
Altermatt, Jeff	Sometown	CA
Alvarado Jr, Jesse C	Sometown	CA
Amezcua, Jose	Sometown	CA
Amy, John	Sometown	CA
Anderson, Lynette	Sometown	CA
Anderson, Mike	Sometown	CA
Annis, Shonda	Sometown	CA
Antincio, Angelo	Sometown	CA
Armanino, Tony	Sometown	CA
Armstrong, Aaron	Sometown	CA
Armstrong, Chad	Sometown	CA
Armstrong, Jesse	Sometown	CA
Armstrong, Tom	Sometown	CA
Arnold, Steve	Sometown	CA

After Team names are entered, click on first team and make sure its highlighted and hit enter. **3** You will now be in the players list. This is where you can assign players to a team. Type the first three letters of the last name of the player you want to enter, locate them, make sure their name is highlighted and hit enter. **4** Do the same for the next player of that team. After you enter the second player, you should see the **Team Name** at the upper right side of the page and the two team member of that team. Do the same for each team.

Help					
Setup Teams					
Team	5	3		^ Sample	- McGowa
*				McGowan	and the second second second second
				Sample, J	
Robbins - Della Santina	K				
Ronning - McCall					
Sample - McGowan					
Sciarra - Della Santina					
T Saunders - S Saunders			/	-	
Player List			-/		
Name		St	<mark>4</mark> /	^	
Machado, Paul		CA	/		
Macias, Angel		CA			
Macklin, Dave		CA			
Magyari, Dan		CA			
Magyars, Dan					
Mainguth, Ryan		CA			
Maiorino, Michael		CA			
Mandich, Thomas		CA			
Marino, Tony		CA/			
Martin, Doug		ZA			
Martin, Jessica		CA			
Martinez, Art		CA			
Martinho, David	Sometown	CA			
Masson, Charlie		CA			
Matthews, Dean	Sometown	CA			
Matthews, Rodney	Sometown	CA			
Mauck, Raymond	Sometown	CA			
Mauricio, Marisela	Sometown	CA			
McCall, Dick	Sometown	CA			
McCutcheon, Richard	Sometown	CA			

After all Teams are set, click on **Tournaments**, located on the lower left hand column near the bottom. **5** 

Go to Setup at top of left hand column and hit enter  $(T_{1})$ .

First enter the tournament sanction number. This is a coded number for the NHPA. The number code is as follows.(03) represent's Northern California. 15 represent's the year 2015, and the last 3 digits represent's the Northern California tournament number. The tournament sanction number for this example should read (03-15-137). 7 Complete filling out the tournament name, date, City, State, & director. When this is completed and the entire line is highlighted, hit enter. 8 This tournament should drop down with the other tournaments list.

Click on the Tournament you want (make sure it is completely highlighted. 9 Hit enter.

Fill out tournament information as you would for a singles tournament. Click on box to the left of sanction # (highlight now) Complete the tournament info, make sure the row is highlighted 10 and hit enter.

Add Classes and fill out tournament information like you would for a singles tournament. Make sure in the format column you enter doubles. 11 Hit enter. Your screen should look like the display below. You are now ready to enter the teams into your tournament. Click on Entrees.12

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_	Players Tournaments	Т	ourna	ment	s									
	- 0		anction	Name			Date 🗸	City		St	Direct	or		
7	× 😈 -	*								-		<u> </u>		
<b>)</b>	Setup		)3-15-137	Rick Della	Santina	Doubles	12/6/2015	Half Moor	n Bay	CA	Bill Te			
	1 8		03-15-136	Terry Farr	ell Ope	n	12/5/2015	Half Moor	n Bay	CA	Bill Te	<mark>9</mark>	<mark>8</mark>	1
	↗ 🚰 👘		)3- <mark>15-1</mark> 35	Partners F	or Fun		11/8/2015	Pleasanto	on	CA	Richard	KODDI	ns	
	Entries		3-15-998	Turkey Sh	oot B		10/12/2	tri Valley		CA	RR			-
2	1	0	3-15-999	Turkey Sh	oot		10/12/2	tri Valley	2	CA	RR			_
			3-15-124	genevievi	ve lave	tt memoroial	10/9/2015	sea		CA	rat			_
	Play Singles		03-15-120	Carver & E			9/27/2015			CA	Bill Terr			_
	2		03-98-015	Glen O'Brie			8/16/2015			CA	Bill Terr			-
	100000		03-95-015	Joe Sciarra						CA	Bill Terr			-
	Play Doubles			Foa & Keit		long Open	7/5/2015	Half Moo	-		Bill Terr			-
				Bill Terry C			7/4/2015	Half Moor		CA	Bill Terr	-	-	-
			06-25-015			na - Julie McGowa	6/25/2015			CA	Bill Terr	-		-
	Reports		03-64-015	Koistinen -			6/16/2015			CA	Bill Terr			-
	-			Doreen Elk			6/16/2015	-	-	CA	Bill Terr			-
	Post		)3-53-015 ional Class	Charlie Ha			6/4/2015	Half Moor	пвау	CA	Bill Terr	у		
	FUSI	_	s Name	- D Olimitio	-	Date/Time	ShPG	TieBreak	cer Fo	ormat	Chmp	NoPA	Report	t l
					0	12/06/2015 8:00 A						0		1
		A	Group 1		80	12/06/2015 10:00	AM 30	11	Do	oubles		2		1
		в	Group 2		80	12/06/2015 10:00	AM 30	11	Do	oubles		2		1
		С	Group 3		80	12/06/2015 10:00	AM 30	Points	Do	oubles		2		]

Make sure you have the correct tournament at the top of the page, located below **Tournament Entries**. **13** Hit enter then click on the **Doubles** tab located in the middle of the upper page. **14** You should see the teams created in the left side column. Highlight each team that signed up for the tournament & hit enter. After you have entered the teams, make sure you give them a class letter, like you would do for a singles tournament. **15** Your screen should look like the display below. \**You are ready to set up your tournament*. Click on Play Doubles. **16** Make sure your tournament name is highlighted.

U HSMaster File About	Hain	<mark>13</mark>	- 10	14		_		_	
Players				/					
Termente	Tournament Entries								
10	03-15-137 Rick Della Santina Doubles 💌	L	pdate % fro	n Profile					
<b>10</b>	Singles		r	D	ubles				
Setup	Team List		00						
	Team /	Teams Entered		Team	Paid	Seed	%	Class /	
	Bernard - Hughes			Tournour · Facey	0.00	0	39.22	A	
Entries	Buna - Weir			Farrell - Buna	0.00	0	35.51	A	
× @	Carvallyo			Zepponi	0.00	0	30.07	A	
	Cowles - Szczepanski			McGowan - O'Brien	▲ 0.00	0	25.12	A	
Play Singles	Della Santina - Robbins			Voskes	1 0.00	0	19.06	A	
2	Erickson - Anderson			Viera - McCall	0.00	0	17.02	А	
	Faler - Kennel								
Play Doubles	Farrell - Buna				15				
	Farrell - Buna				12				
	Hofland - McCall								
Reports	Kennel		-						
	Kooy - Cowles		=						
	McCall - Szczepanski								
Post	McGowan - McCall								
	McGowan - O'Brien								
	Remillong - O'Brien								
	Remillong - Terry								
	Rinaldi								
	Robbins - Della Santina								
	Ronning - McCall								
	Sample - McGowan								
	Sciarra - Della Santina								
	T Saunders - S Saunders								
	T Saunders - Thompson								
	Team								

Setup the tournament like you would do for a singles tournament. You should see the tournament name at the top in the tournament box. **17** (Rick Della Santina Doubles). If the tournament name is not in the tournament box, click on the down arrow to locate your tournament, highlight and hit enter. **18** Click on the down arrow below the tournament name. Click on <u>A Group 1</u> and hit Load. **19** You should see the number **1** highlighted in blue to the right of courts. **20** \**This is a six team group. That means they will be playing on 3 courts.* 

#### \*This is a very important step!

For this example, they will be playing on courts 6, 7, & 8. The **1** highlighted represents the first court played on for this group. Type the number 6. You should see 6 with the curser next to the number 6 flashing. Click on the **down arrow** next to the 6. **21** You should see the number **2** highlighted in blue. This represents the second court played on for this group. Type the number 7. Hit the **down arrow** and you should see the number **3** highlighted in blue. Type the number 8 for the third court used by this group. **\****This is a six team group, so you would play 1 round. If you had a 4 team group, you might have them play 2 rounds.* You are ready to click on **Create Pair. 22** Your screen should look like the display below without the tournament results.

			_			-					-			
Help	-	_		11		-			_		_		_	_
		1.000				<u> </u>								
		oux	les Round	R≰DI		port Opt								
						-	- L - C-	eate Pair	1					
		-	3-15-137 Rick Della Santi	na Double										
CI	388	A	Group 1		Load Rounds		C Pacer De	lete Pair						
Gm	Crt	Shs	wl Team One	Pts	Name	Rgrs	Name	Rgrs	wl	Team Two	Pts	Name	Rgrs	Name
1	3	30	W Tournour - Facey	68	Gil Tournour	11	Will Facey	3	L	Viera - McCall	64	Jeff Vieira	2	Dick McC
1	5	30	W Farrell - Buna	79	Terry Farrell	17	Rosie Buna	3	L	Voskes	66	Richard Voskes	5	Alex Vosk
1	7	30	L Zepponi	74	Luke Zepponi	8	Peter Zepponi	9	w	McGowan - O'Brien	88	Pat McGowan	11	Glen O'Bri
2	3	30	W Farrell - Buna	80	Terry Farrell	16	Rosie Buna	3	L	McGowan - O'Brien	68	Pat McGowan	4	Glen O'Bri
2	5	30	L Zepponi	70	Luke Zepponi	6	Peter Zepponi	6	w	Viera - McCall	71	Jeff Vieira	5	Dick McC
2	7	30	W Tournour - Facey	71	Gil Tournour	13	Will Facey	2	L	Voskes	59	Richard Voskes	4	Alex Vosk
3	3	30	W Tournour - Facey	83	Gil Tournour	16	Will Facey	4	L	Zepponi	69	Luke Zepponi	8	Peter Zep
3	5	30	W McGowan - O'Brien	69	Pat McGowan	5	Glen O'Brien	2	L	Voskes	57	Richard Voskes	0	Alex Vosk
3	7	30	L Farrell - Buna	74	Terry Farrell	16	Rosie Buna	3	W	Viera - McCall	90	Jeff Vieira	9	Dick McC
4	3	30	L Voskes	64	Richard Voskes	0	Alex Voskes	6	W	Viera - McCall	71	Jeff Vieira	3	Dick McC
4	5	30	W Farrell - Buna	74	Terry Farrell	12	Rosie Buna	3	L	Zepponi	52	Luke Zepponi	5	Peter Zep
4	7	30	L Tournour - Facey	57	Gil Tournour	9	Will Facey	2	W	McGowan - O'Brien	77	Pat McGowan	9	Glen O'Br
5	3	30	L Tournour - Facey	66	Gil Tournour	13	Will Facey	0	W	Farrell - Buna	69	Terry Farrell	10	Rosie Bur
5	5	30	W McGowan - O'Brien	80	Pat McGowan	6	Glen O'Brien	4	L	Viera - McCall	56	Jeff Vieira	2	Dick McC
5	7	30	T Zepponi	66	Luke Zepponi	6	Peter Zepponi	8	Т	Voskes	66	Richard Voskes	3	Alex Vosk

When the tournament is over, preview each group and make sure all the data is correct. Print your results for each group and **Export Results** for each group, Click on **Reports**, highlight **Results** and click on **Text File**. This will send your data to your HSMasterData. **Post**, like you would for a singles tournament.

## **Troubleshooting & Tips**

If your printer doesn't print!

- 1. Check wiring.
- 2. Make sure the printer you are using is the default printer on your computer. Go to Control Panel on your computer, click on devices & printers. Right click on the printer you want and set as default printer.
- 3. If your printer still does not print. I recommend that you turn both your computer & printer off and on.
- 4. You should check your printer operation the day before the tournament. You want to make sure it will print and that your ink cartridge is OK.

How to add a new player?

- 1. Go to HSMaster home page.
- 2. Click on **Profile**.
- 3. Complete each box. You need to have a qualifying average. Use their qualifying sheet to get their average. Make sure you include their state, or they will not be accepted into HS Master. Use a phony 5 number card number. You need one in the program.
- 4. **Do not send the tournament to your statistician if this player does not have a NHPA number.** Call your State **Secretary/Treasurer.** Collect their money they will give you a number. <sup>(iii)</sup> Then make sure you change it to the correct NHPA number before sending in the tournament to the statistician.