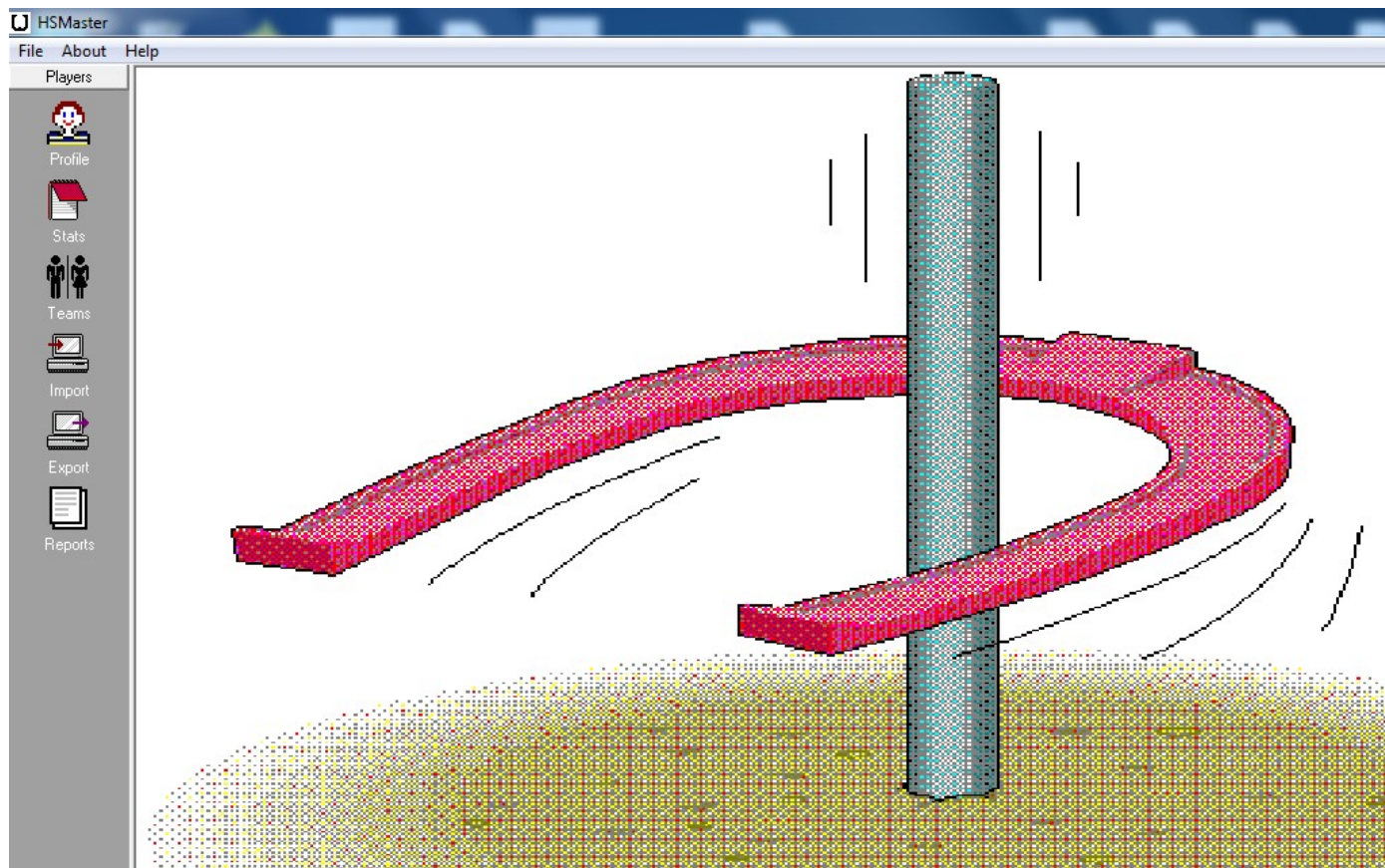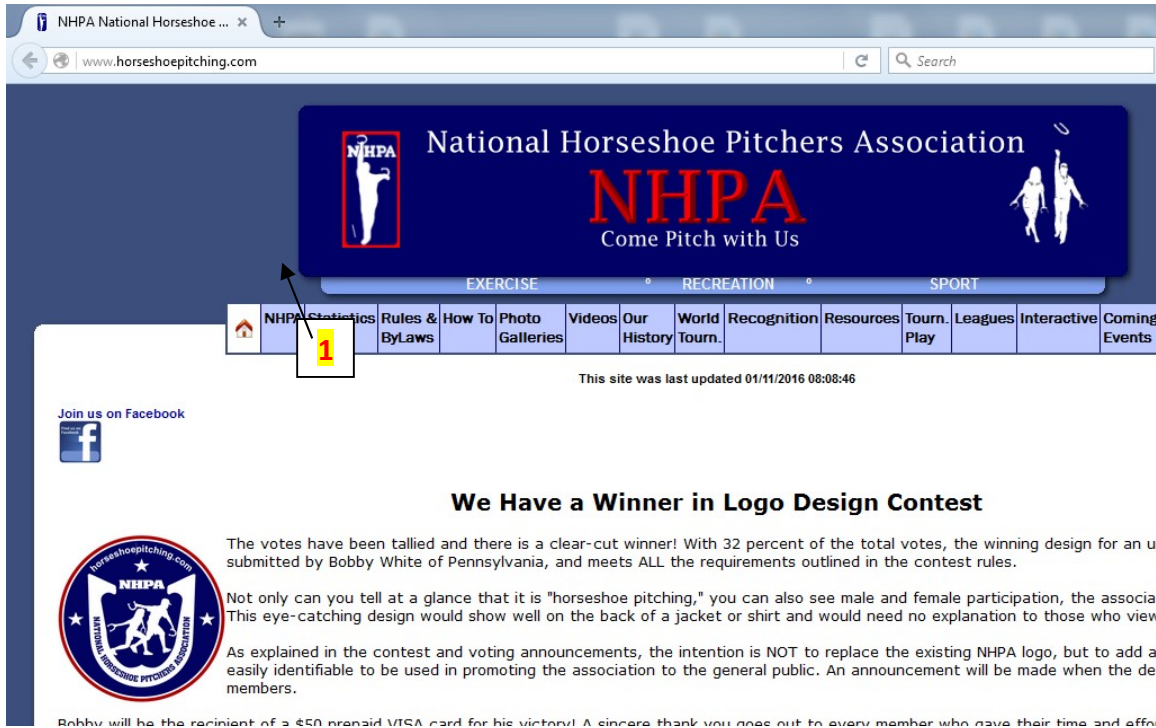# HS Master
Sequence of Operation Manual

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.
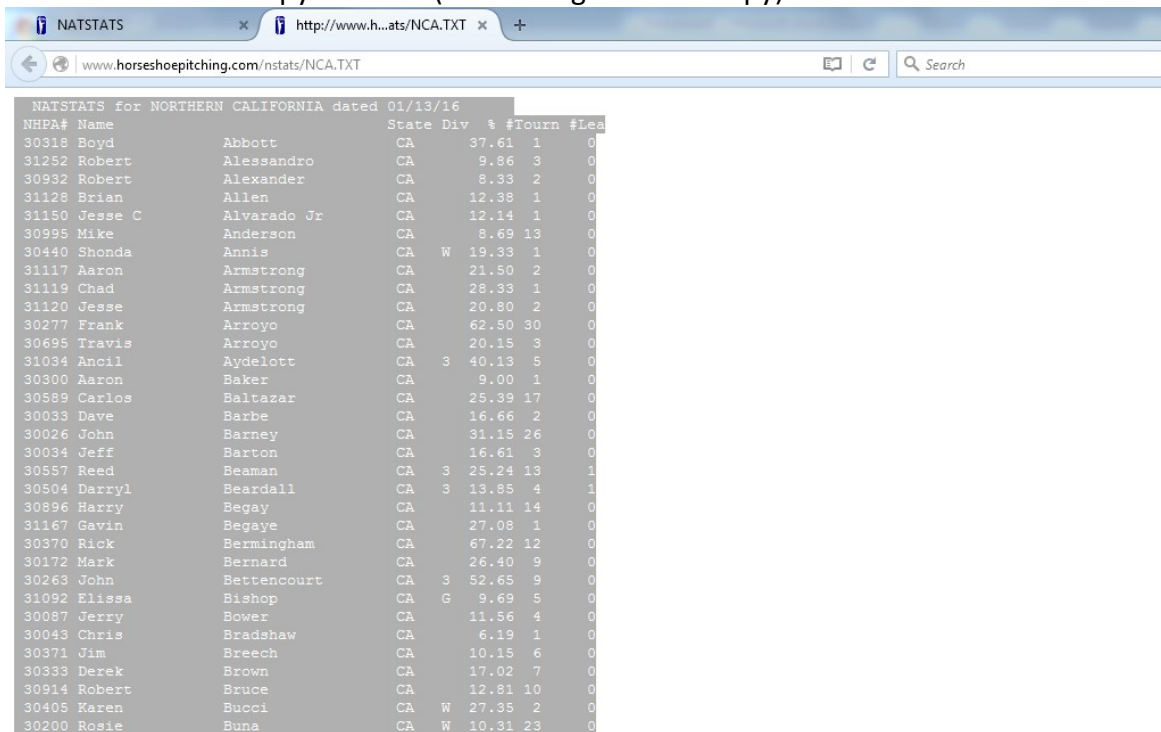
We recommend that you practice setting up a fictitious tournament with a four person group. Then try setting up a five person group. This should help you get familiar with the program. Now setup a nine person two group tournament. Now setup a four group tournament. You should be ready to run HS Master 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. 1

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.

NHPA#	Name		State	Div	%	#Tourn	#Lea
30318	Boyd	Abbott	CA		37.61	1	0
31252	Robert	Alessandro	CA		9.86	3	0
30932	Robert	Alexander	CA		8.33	2	0
31128	Brian	Allen	CA		12.38	1	0
31150	Jesse C	Alvarado Jr	CA		12.14	1	0
30995	Mike	Anderson	CA		8.69	13	0
30440	Shonda	Annis	CA	W	19.33	1	0
31117	Aaron	Armstrong	CA		21.50	2	0
31119	Chad	Armstrong	CA		28.33	1	0
31120	Jesse	Armstrong	CA		20.80	2	0
30277	Frank	Arroyo	CA		62.50	30	0
30695	Travis	Arroyo	CA		20.15	3	0
31034	Ancil	Aydelott	CA	3	40.13	5	0
30300	Aaron	Baker	CA		9.00	1	0
30589	Carlos	Baltazar	CA		25.39	17	0
30033	Dave	Barbe	CA		16.66	2	0
30026	John	Barney	CA		31.15	26	0
30034	Jeff	Barton	CA		16.61	3	0
30557	Reed	Beaman	CA	3	25.24	13	1
30504	Darryl	Beardall	CA	3	13.85	4	1
30896	Harry	Begay	CA		11.11	14	0
31167	Gavin	Begaye	CA		27.08	1	0
30370	Rick	Bermingham	CA		67.22	12	0
30172	Mark	Bernard	CA		26.40	9	0
30263	John	Bettencourt	CA	3	52.65	9	0
31092	Elissa	Bishop	CA	G	9.69	5	0
30087	Jerry	Bower	CA		11.56	4	0
30043	Chris	Bradshaw	CA		6.19	1	0
30371	Jim	Breech	CA		10.15	6	0
30333	Derek	Brown	CA		17.02	7	0
30914	Robert	Bruce	CA		12.81	10	0
30405	Karen	Bucci	CA	W	27.35	2	0
30200	Rosie	Buna	CA	W	10.31	23	0

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**
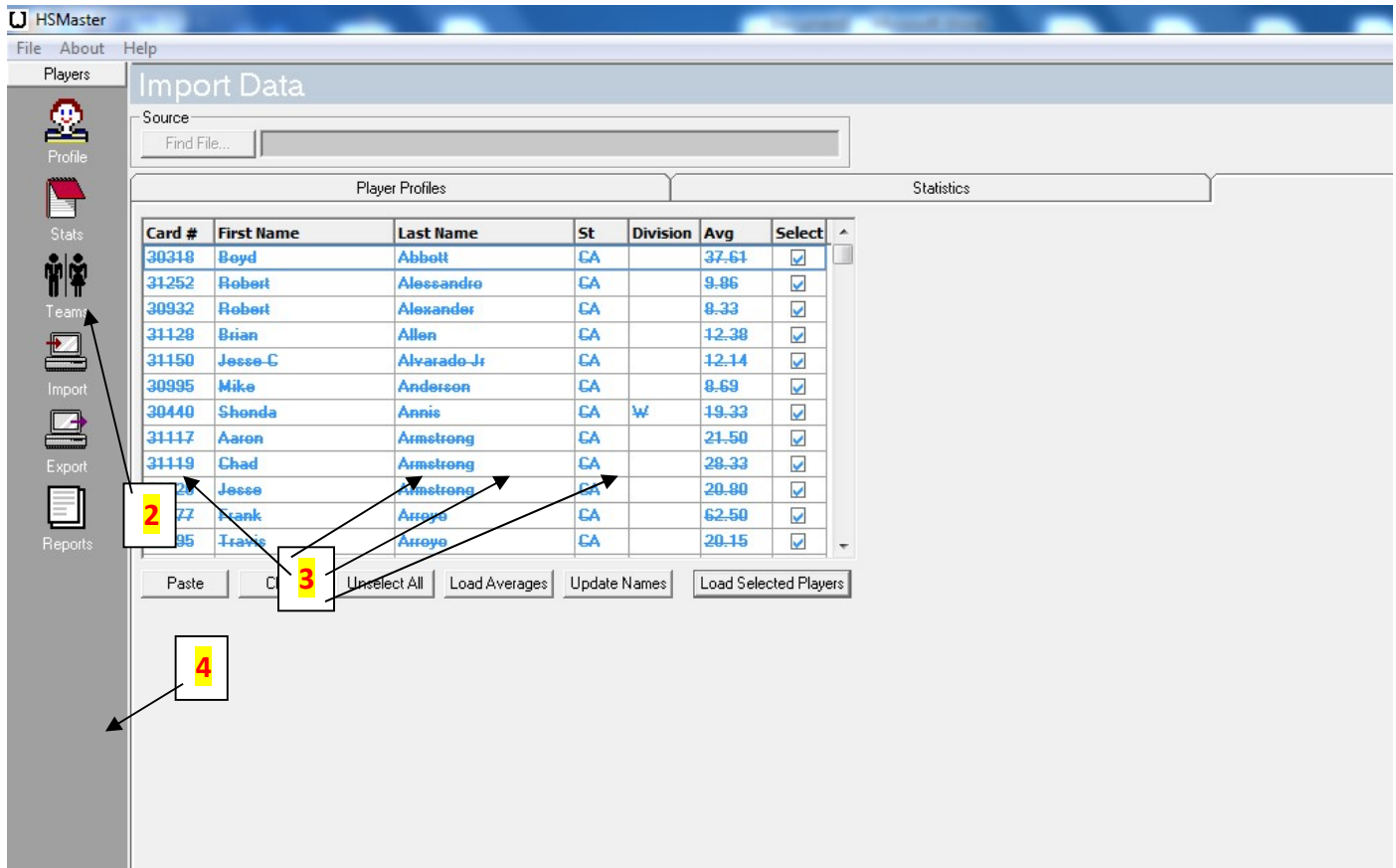
Then click on Setup 1 5 **at the top of the screen. First, enter the tournament Sanction number** *this is a three part number separated by dashes only, no other symbols.* **For Northern California its (03), enter the year number (16) and the assigned tournament number from the schedule, (001) for this 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.**

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
03-15-135	Partners For Fun	11/8/2015	Pleasanton	CA	Richard Robbins
03-15-998	Turkey Shoot B	10/12/2...	tri Valley	CA	RR
03-15-999	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
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
03-63-015	Doreen Elkins Open	6/16/2015	Half Moon Bay	CA	Bill Terry
03-53-015	Charlie Hall Open	6/4/2015	Half Moon Bay	CA	Bill Terry

Optional Class Definitions

Class	Name	Hcp	Date/Time	ShPG	TieBreaker	Format	Chmp	NoPA	Report
							☐		☐

Hit enter. Your tournament should drop down to the next row. In the column with the * 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

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 <u>players entered</u>*. 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 below.

17

19

HSMaster

File   About   Help

Players

Tournaments

Tournament Entries

03-16-001 Gino Rinaldi   Update % from Profile

Setup

Entries

Play Singles

Play Doubles

Reports

Post

Singles   Doubles

Player List   **Players Entered**

18

Name /	Card	St	Year		Name	Cat	Paid	Seed	% ▽	Class /	Shoes	Rgrs
Salinas, Adam	30691	CA			Bermingham, Rick	M	0.00	0	67.22	A	0	0
Salinas, Jacob	30703	CA			Lee, Hayden	B	0.00	0	66.55	A	0	0
Saltkill, Dolf	31101	CA			Sluys, Travis	B	0.00	0	60.44	A	0	0
Sample, Jim	30874	CA			Sciarra, Joe	E	0.00	0	58.31	A	0	0
Sanchez Jr, Sergio	31039	CA			Farrell, Terry	E	0.00	0	57.90	A	0	0
Sanchez, Ed	30347	CA			Moore, Leon	E	0.00	0	53.15	A	0	0
Sanchez, Iggy	30712	CA			Zepponi, Luke	C	0.00	0	41.66	A	0	0
Sanchez, Nick	30709	CA			Wood, Marge	W	0.00	0	33.43	B	0	0
Sanchez, Sarah	31041	CA			Moore, Edward	E	0.00	0	29.16	B	0	0
Sanders, Marvin	30264	CA			Hofland, John	E	0.00	0	28.28	B	0	0
Saunders, Jim	30956	CA			Carver, Johnny	M	0.00	0	27.96	B	0	0
Saunders, Nicole	31009	CA			Terry, Bill	M	0.00	0	27.18	B	0	0
Saunders, Sue	30189	CA			Koistinen, Dale	M	0.00	0	26.66	B	0	0
Saunders, Timothy	30159	CA			O'Brien, Glen	M	0.00	0	24.03	C	0	0
Schikore, Eric	30035	CA			Della Santina, Rick	M	0.00	0	23.87	C	0	0
Sciarra Jr, Joe	30869	CA			Robbins, Richard	M	0.00	0	21.50	C	0	0
Sciarra, Joe	30847	CA			Wood, Fred	E	0.00	0	20.63	C	0	0
Scofield, Jon	31016	CA			Zepponi, Peter	M	0.00	0	19.33	C	0	0
Senter, Delmont	30482	CA			Rinaldi, Gino	M	0.00	0	18.52	C	0	0
Serra, Carlin	30071	CA			Carvallyo Sr, James	M	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	M	0.00	0	7.41	D	0	0
Sheehan, Dennis	31189	CA			Hall, Charlie	M	0.00	0	7.19	D	0	0
Shelton, Dave	30638	CA			Carvallyo II, James	M	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.

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 **A Group 1** 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.

| 20 | 21 | 22 | 26 | 24 | 23 | 25 |

HSMaster

File   About   Help

Players
Tournaments

Setup

Entries

Play Singles

Play Doubles

Reports

Post

Singles Round Robin   ☑ Score Checker   ☐ Forfeits   **Delete Pair for changes or corrections.**

Tournament 03-16-001 Gino Rinaldi   ▼   Courts [   ] ○   Create
Class   A Group 1   ▼   Load   Rounds [   ] ○ Pacer   Delete Pair

Gm	Crt	Shs	wl	Name	Pts	Rgrs	SglP	wl	Name	Pts	Rgrs	SglP	X
													☐
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	☐
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	☐
2	8	40		Travis Sluys	0	0	0		Terry Farrell	0	0	0	☐
3	6	40		Hayden Lee	0	0	0		Terry Farrell	0	0	0	☐
3	7	40		Joe Sciarra	0	0	0		Luke Zepponi	0	0	0	☐
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	☐
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 B Group 2 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.

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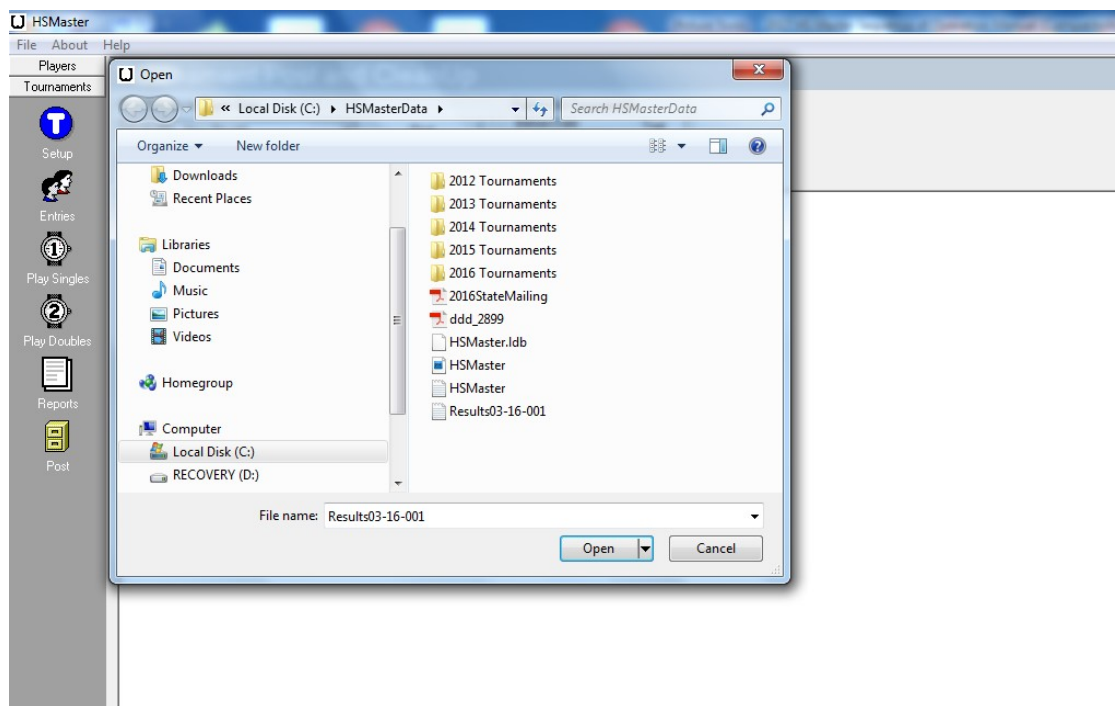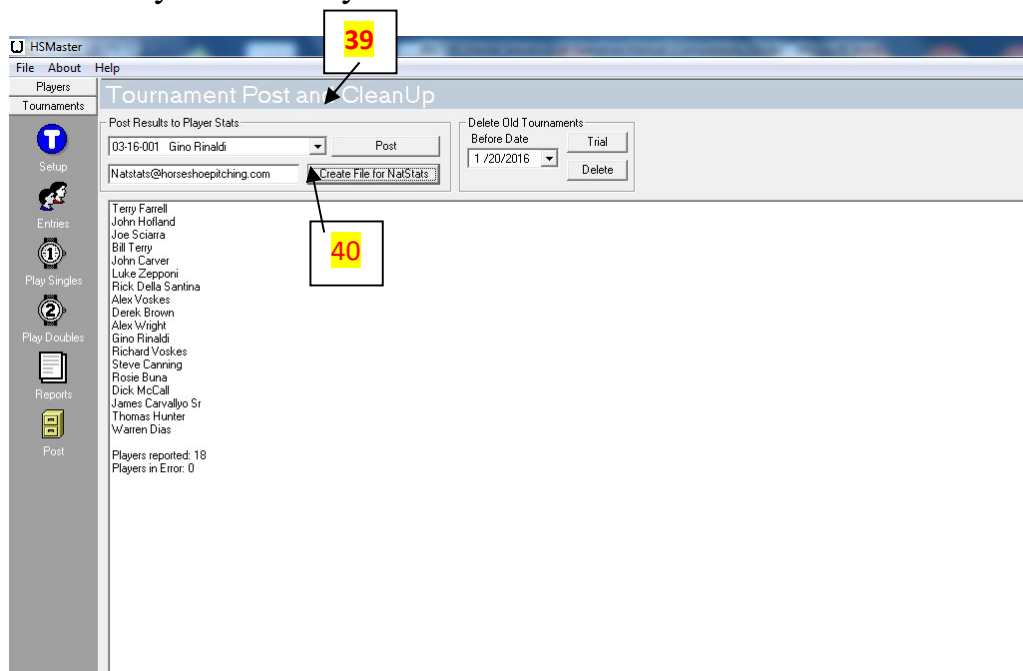
HSMasterData is located in Local Disk (C:) Click on Local Disk (C:). 41 Your screen should look like the display below. Click on HSMasterData 42 and you will be able to locate all of tournament files to send in an E-Mail attachment to your tournament NATSTAT person.
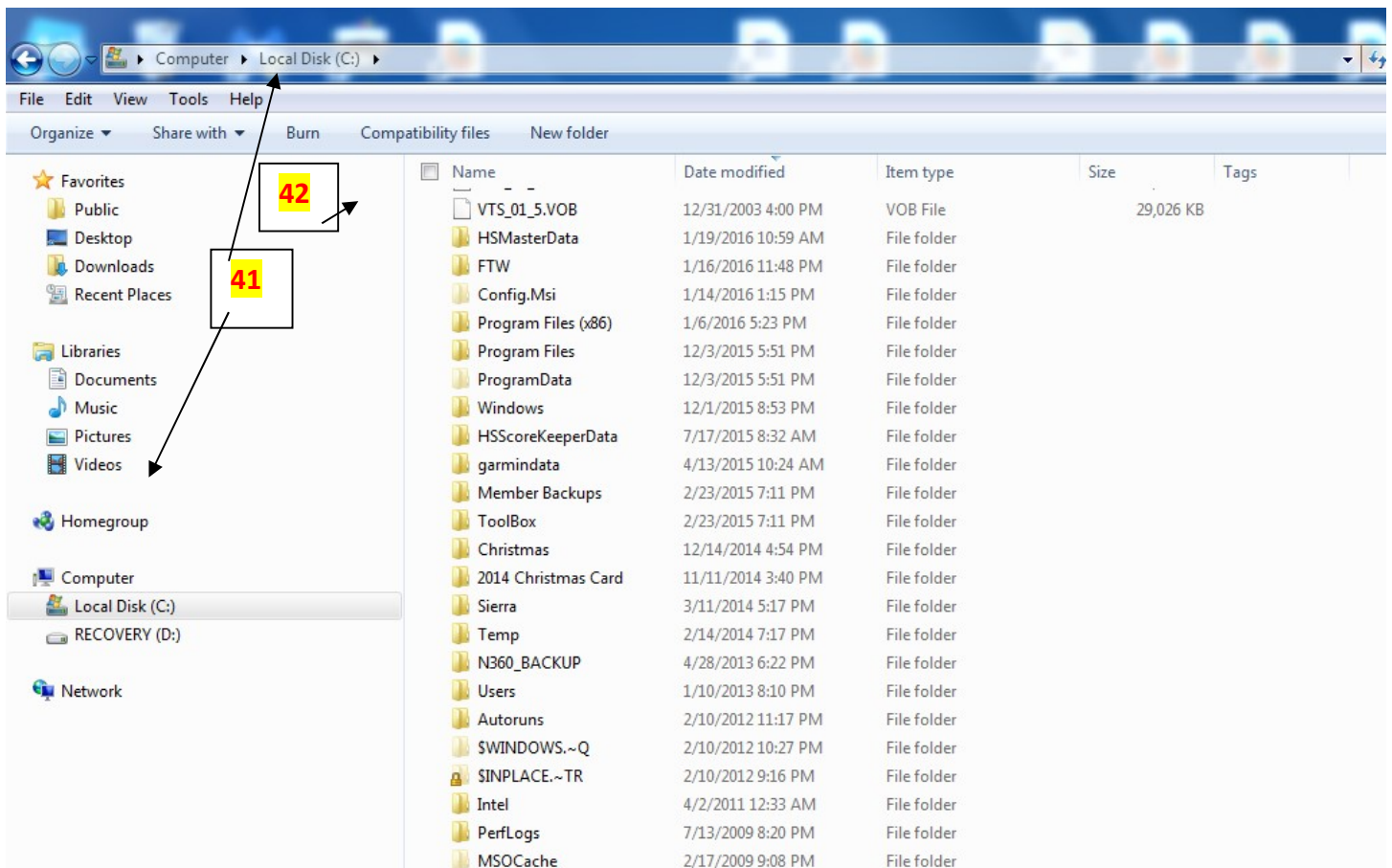
How to set up a Doubles Tournament on HS Master

On the home page Click on **Teams.** 1
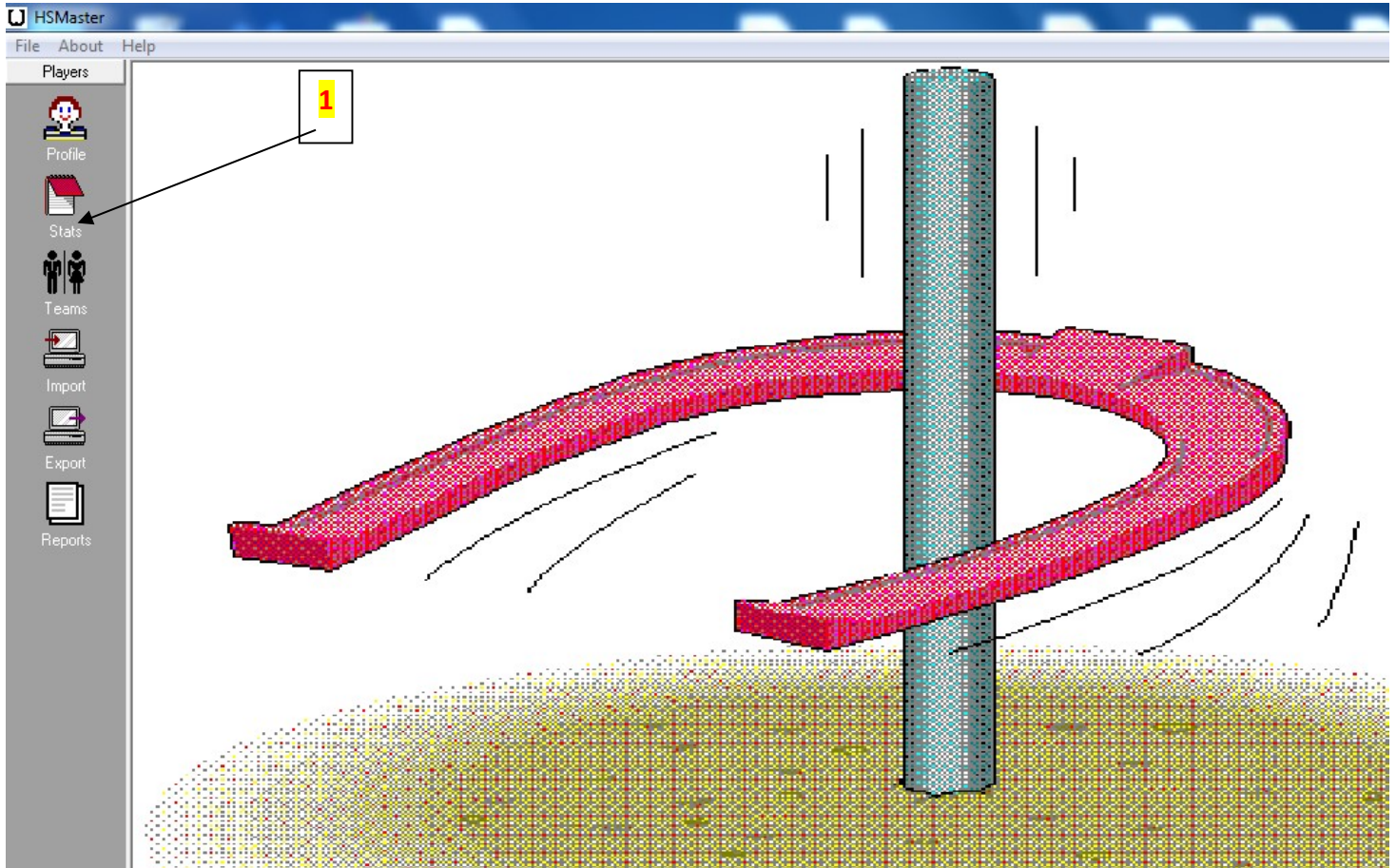
Create team names in Setup Teams Box

Examples - R & R, or Remillong, Sample-McGowan, Terry-Hall – Hit enter <mark>2</mark>

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.

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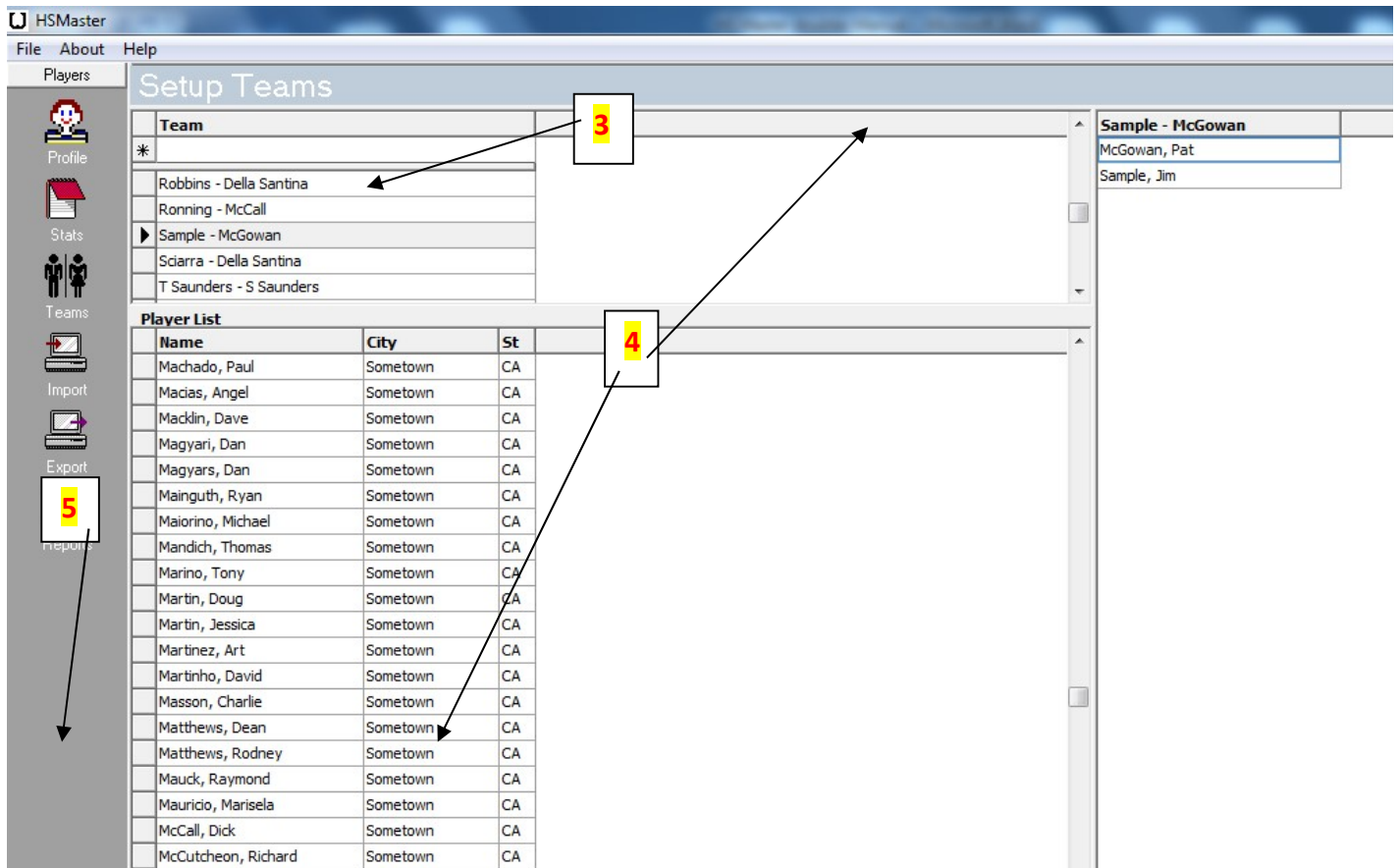
After all Teams are set, click on **Tournaments**, located on the lower left hand column near the bottom. **5**

Go to **Setup** at top of left hand column and hit enter (🅣) . **6**
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**

Make sure you have the correct tournament at the top of the page, located below **Tournament Entries**. <mark>13</mark> Hit enter then click on the **Doubles** tab located in the middle of the upper page. <mark>14</mark> 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.** <mark>15</mark> Your screen should look like the display below. *You are ready to set up your tournament.* Click on **Play Doubles**. <mark>16</mark> Make sure your tournament name is **highlighted**.
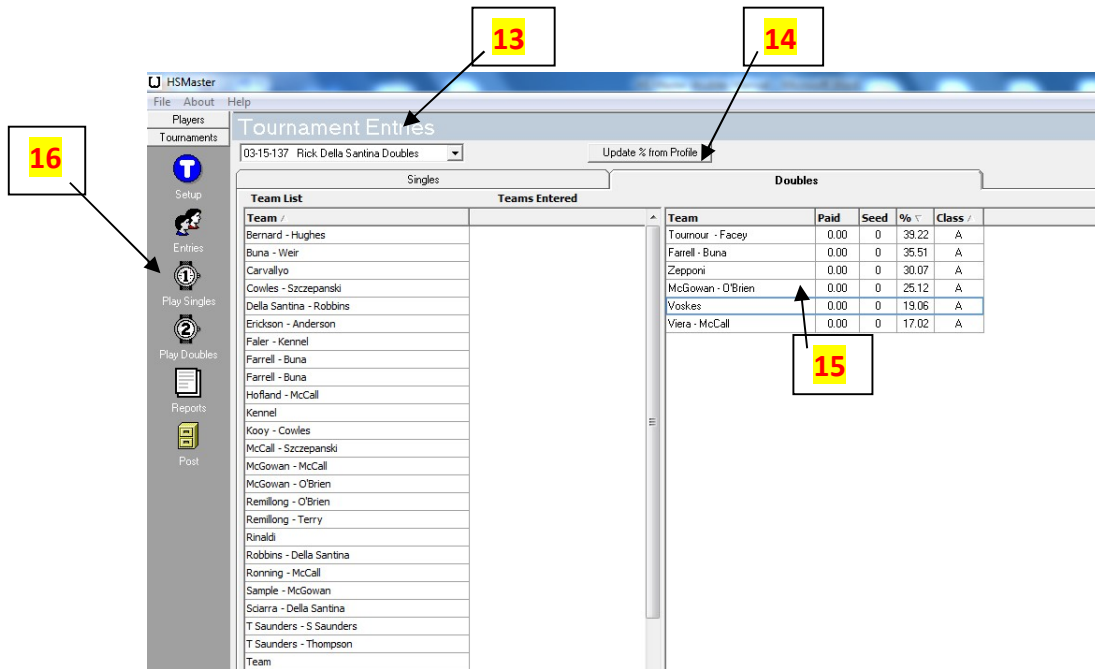
Setup the tournament like you would do for a singles tournament. You should see the tournament name at the top in the tournament box. **17** (**Rick Della Santina Doubles**)**.** If the tournament name is not in the tournament box, click on the down arrow to locate your tournament, highlight and hit enter. **18** Click on the **down arrow** below the tournament name. Click on **A Group 1** 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.

| **17** | **19** | **18** | **20** | **21** | **22** |

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. ☺ Then make sure you change it to the correct NHPA number before sending in the tournament to the statistician.