

Club Calendar of Events (NEW VERSION)

The Club Calendar of Events (CCOE) records the club and tournament sessions that are played throughout the year. This information is used when setting up the scoring of new sessions and in the calculation of the overall results of club competitions.

Special Note: The new and improved version of the Compass Club Calendar of Events screen was introduced in April 2019 and replaces the original CCOE screen. The new screen differs from the original as follows:

- the club and tournament CCOEs are combined
- when adding new events, all sessions of the same competition are added simultaneously
- the **Competition Number** is assigned automatically by Compass
- the **SECTIONS** of any club or tournament session **do not have to be set up in the CCOE**. (The section setup is now done when setting up the session scoring.)
- the CCOE can be viewed in different ways
 - by year, and each month of the year
 - by specific session day (or blank session day)
- for clubs using **Hello Club**, set up the Hello Club related fields

Strip Menu Item: Other Services ... Club Calendar of Events

Calendar Of Events

Excel Reports Edit Options Import From Excel Year Rollover Functions Exit

| ID | Year | Session Day | Comp ID | Title | Date | HCap List | Sess Number | Results File | Event Type | MP Awards | Min Sessions | Subs Count |
|------|------|-------------|---------|--------------------------------------|-----------|-----------|-------------|--------------|-------------|-----------|--------------|------------|
| 3329 | 2019 | | 170 | Director Training | 07-Jan-19 | | 1 | 02dir | Pairs | 40C | 1 | 0 |
| 3162 | 2019 | mon | 31 | MITRE 10 MEGA Individuals | 14-Jan-19 | Monday | 1 | 03mon | Pairs | 40C | 3 | 0 |
| 3163 | 2019 | mon | 31 | MITRE 10 MEGA Individuals | 21-Jan-19 | Monday | 2 | 04mon | Pairs | 40C | | |
| 3359 | 2019 | mon | 31 | MITRE 10 MEGA Individuals | 28-Jan-19 | Monday | 3 | 05mon | Pairs | 40C | | |
| 3372 | 2019 | mon | 213 | CASC Pairs | 04-Feb-19 | Thursday | 1 | 06mon | Pairs | 40C | 3 | 1 |
| 3373 | 2019 | mon | 213 | CASC Pairs | 11-Feb-19 | Thursday | 2 | 07mon | Pairs | 40C | | |
| 3374 | 2019 | mon | 213 | CASC Pairs | 18-Feb-19 | Thursday | 3 | 08mon | Pairs | 40C | | |
| 3168 | 2019 | mon | 33 | DAVIDS EMPORIUM Teams | 25-Feb-19 | Monday | 1 | 09mon | Swiss Teams | 40C | 4 | 2 |
| 3169 | 2019 | mon | 33 | DAVIDS EMPORIUM Teams | 04-Mar-19 | Monday | 2 | 09mon | Swiss Teams | 40C | 4 | 2 |
| 3170 | 2019 | mon | 33 | DAVIDS EMPORIUM Teams | 11-Mar-19 | Monday | 3 | 09mon | Swiss Teams | 40C | 4 | 2 |
| 3171 | 2019 | mon | 33 | DAVIDS EMPORIUM Teams | 18-Mar-19 | Monday | 4 | 09mon | Swiss Teams | 40C | 4 | 2 |
| 3172 | 2019 | mon | 34 | CHAMPIONSHIP Individuals | 25-Mar-19 | Monday | 1 | 13mon | Pairs | 40C | 4 | 0 |
| 3173 | 2019 | mon | 34 | CHAMPIONSHIP Individuals | 01-Apr-19 | Monday | 2 | 14mon | Pairs | 40C | | |
| 3174 | 2019 | mon | 34 | CHAMPIONSHIP Individuals | 08-Apr-19 | Monday | 3 | 15mon | Pairs | 40C | | |
| 3175 | 2019 | mon | 34 | CHAMPIONSHIP Individuals | 15-Apr-19 | Monday | 4 | 16mon | Pairs | 40C | | |
| 3176 | 2019 | mon | 34 | CHAMPIONSHIP Individuals | 29-Apr-19 | Monday | 5 | 18mon | Pairs | 40C | | |
| 3177 | 2019 | mon | 35 | Intermediate Champs Or CB Invitation | 06-May-19 | Monday | 1 | 19mon | Pairs | 40C | 4 | 1 |
| 3178 | 2019 | mon | 35 | Intermediate Champs Or CB Invitation | 13-May-19 | Monday | 2 | 20mon | Pairs | 40C | | |
| 3179 | 2019 | mon | 35 | Intermediate Champs Or CB Invitation | 20-May-19 | Monday | 3 | 21mon | Pairs | 40C | | |
| 3180 | 2019 | mon | 35 | Intermediate Champs Or CB Invitation | 27-May-19 | Monday | 4 | 22mon | Pairs | 40C | | |

Edit Options

DELETE the Selected Event

ADD New Competition Series

EDIT the Selected Competition

Check for Duplicate Filenames

Databases Fixes

Selected Event Toggles ...

HC Chargeable

Prize Event

Director Payable

Updates ...

Update Director

Clear Director

Field Names

The fields of the club calendar are as follows:

| Fields | Description |
|------------------|--|
| ID | A sequential number for reference only |
| Comp ID | A unique number for each different competition |
| Title | Title of each competition |
| Sess Number | Round number of the particular competition |
| Date | Session date in the format "dd mmm yyyy" |
| Results File | The file name under which this session will be saved. See below for Results File naming convention . |
| Handicap List | The handicap list applied to this competition |
| Event Type | Pairs, Multiple Teams, Swiss Pairs etc |
| MPs | Master point awards |
| Minimum Sessions | The minimum number of sessions required to be eligible for this competition |
| Substitutes | The number of subs allowed for this competition |
| | |

| | |
|---------------|---|
| Dropped Score | The number of dropped scores allowed for this competition |
|---------------|---|

Results File Naming Convention

Standard Weekly Club Events Compass has a strict format for the naming of Results Files. The format ties together the results file names, the electronic scoring database and the hand record files. Results File format is **wwDDD** where

ww is the [ISO week number](#) corresponding to the session date

DDD is a session prefix as follows ...

- mon = Monday EVENING Session
- tue = Tuesday EVENING Session
- wed = Wednesday EVENING Session
- thu = Thursday EVENING Session
- fri = Friday EVENING Session

- mond = Monday DAY Session
- tued = Tuesday DAY Session
- wedd = Wednesday DAY Session
- thud = Thursday DAY Session
- frid = Friday DAY Session

Other Club Events

Other club events can have a name of your choice, but it is best to follow a similar convention, for example nnTTTTT, where nn is a numeric prefix, and TTTTT is any text

Tournament Events

For all tournament events, the **Results File** format must be nnnxxxx where nnn = 100, 200, 300 etc and xxxx is any text.

- 100xxxx Where 100 means Session 1
- 200xxxx Where 200 means Session 2

If a session is run in sections, Compass will automatically create the required files. For example

- 101xxxx Where 101 means Session 1, Section 1
- 102xxxx Where 102 means Session 1, Section 2

Entering Data in the Calendar of Events

1. Select the correct **YEAR** and the correct **SESSION DAY** from the right-hand panel.
2. Click the **Add New Competition Series** button
3. This opens the **Add New Competition** frame. Use the TAB key to cycle through and update each of the data fields.

4. **Session Day.** This automatically defaults from the selected **Session Day Filter** and is used to construct the **Filename** in the wwDDDD format. If the selected **Session Day Filter = "Other"**, an appropriate Session Day should be entered here.
5. **Event Type.** Make a selection from the combo box.
6. **Ladder Type.** For club **Pairs** events, select the type of competition - Pairs or Singles. This information is used when the competition ladders are calculated. This frame shows for specific club **Event Types** only.
7. **Ladder Parameters:** For club duplicate events, enter the ladder parameters. This information is used when the competition ladders are calculated. This frame shows for specific club **Event Types** only.
8. **Competition Title:** Enter the competition title

9. **Number of Sessions in this Competition:** Enter the appropriate value. This open the number of sessions in the Event Dates frame.
10. **MP Awards:** Enter the appropriate value.
11. **Event Dates.** Usually, data for Session 1 (S1) only need be entered. The data for the other sessions can be automatically enter by using the **OWL** button
 - o **Session Date:** Select from the combo box
 - o **Filename:** Enter the filename manually OR click the **OWL** button
 - o **Handicap List:** Select from the combo box OR click the **OWL** button

Notes:

- o The **OWL** (One Week Later) button will automatically insert the Session date (one week later) , Filename and Handicap List for the selected session. If the session dates are not consecutive, the Session Date must be select manually from the date picker.
- o When there are more than 8 events in this competition, click the **Show S9 to S16** button to show or hide the extra sessions.

12. **Hello Club Parameters:**
 - o HC Chargeable
 - o Payable Director
 - o Prize Awards
 - o Special Table Money ID

Screen Buttons

- **Edit Options** Frame
 - o **Delete the Selected Event:** Deletes the selected event. Note that **Hello Club** events cannot be deleted if the posting has already been done.
 - o **ADD New Competition Series:** Initiates the **Add** process
 - o **Edit the Selected Competition:** Initiates the **Edit** process
- **Check for Duplicate Filenames:** The check for Duplicate Filenames is done when the screen is first opened, and again when any competition event is edited. Clicking this button will manually start the check. If duplicate filenames exist, the button will be red highlighted.
- **Select Event Toggles** - The HC Chargeable, Prize Event, Director Payable YES/NO flags for the selected event can be toggled. Normally these flags are set for all sessions of an event from the **Edit the Selected Competition** button. Note that these toggle buttons show only if **Hello Club** is enabled for your club.
- **Show Unchargeable Sessions:** Displays sessions that are not chargeable in **Hello Club**. Note that this option show only if **Hello Club** is enabled for your club.
- **Search for Title:** Filter the Event by by the entered text. After entering some text, press the <enter> key to initiate the search. Use the **X** button to clear the search text.

Menu Items

- **Excel Reports**
 - o **Displayed Calendar.** Print the calendar as it is currently displayed.
 - o **Create Excel Templates**
 - **Calendar of Events:** Creates an Excel file that contains the essential data for all events for the displayed year. This template can be used to upload a new CCOE.
 - **Director ID:** Creates an Excel file with information for all events for the displayed year. This template can be used to update the Director ID for each event.
 - o **Import From Excel File**
 - **Calendar of Events:** [Refer here for further detail.](#)
 - **Director ID:** [Refer here for further detail.](#)
- **Edit Options**
 - o **Delete ALL SESSIONS of the Selected Event:** Note that **Hello Club** events cannot be deleted if the posting has already been done.
 - o **Delete ALL EVENTS for the selected Session Day**
 - o **Create Printers Version:** [Refer here for further detail.](#)
- **Import From Excel**
 - o **Calendar of Events:** [Refer here for further detail.](#)
 - o **Director ID:** [Refer here for further detail.](#)
- **Year Rollover Functions**
 - o **Copy YYYY Events to the YYYY+1 Year.** During this copy, the Event Dates for the new events will be "one year" later that the existing calendar dates.

Importing Data from Excel

An Excel spreadsheet can be used to import the full CCOE and/or the Directors ID for each session. In both cases, the general procedure is to

1. Use the **Create Template** menu item to create a MS Excel template. SaveAs the Excel file to your favourite location.
2. Modify the data within the MS Excel application.
3. Use the **Import from Excel** menu item to update the CCOE.

Creating the Calendar for a New Year

There are several different methods to creating the calendar for a new year

1. Create a new calendar for scratch, using a blank slate. This method is suitable if the calendars are quite different from year to year.
 - o Enter the calendar using the methods above.
2. Create a new calendar, using the previous year's calendar as a template. The Event Dates for the new events will be "one year" later that the existing calendar dates.
3.
 - o Use the **Year Rollover Functions Copy YYYY Events to the YYYY+1 Year** menu item
 - o After the copy has been done, use the **Edit Options** functions to correct the CCOE where necessary.
 - o Note that the copy is done one **Session Day** at a time
4. Use Excel to create a new calendar, using this year's calendar as a template. This method is suitable if the calendars are much the same from year to year. [Details can be found in the next topic.](#)

Creating the Calendar using the Excel Template

- First, create a CCOE for next year, using this year's CCOE as a guide
1. Display this year's CCOE
 2. Select one single [Session Day](#)
 3. Use the **Year Rollover Functions ... Copy Previous Years Events to the Displayed Year** menu item
 4. Change the Year filter to next year to check your work
 5. Repeat steps 1 to 4 for the other Session Days of the CCOE
- Create the Excel Template file
 1. Display [next year's](#) CCOE
 2. Use the **Excel Reports .. Create Templates .. Calendar of Events** menu item to create the Excel template
 3. SaveAs the Excel file to your favourite location.
 4. Modify the data within the MS Excel application. [Refer here](#) for additional information.
 5. Use the **Import from Excel .. Calendar of Events** menu item to update the CCOE.
 - Import the Calendar from the Excel File

| A | B | C | D | E | F | G | H | I | J | K |
|------|------------|---------------------------|-------------|------------|--------------|---------------|-------------|--------------|-----------------|--------|
| Year | SessionDay | Title | EventDate | CompNumber | HandicapList | SessionNumber | EventType | MasterPoints | MinimumSessions | SubsCc |
| 2019 | | Director Training | 07-Jan-2019 | 170 | 0 | 1 | Pairs | 40C | 1 | 0 |
| 2019 | mon | MITRE 10 MEGA Individuals | 14-Jan-2019 | 31 | 3 | 1 | Pairs | 40C | 3 | 0 |
| 2019 | mon | MITRE 10 MEGA Individuals | 21-Jan-2019 | 31 | 3 | 2 | Pairs | 40C | | |
| 2019 | mon | MITRE 10 MEGA Individuals | 28-Jan-2019 | 31 | 3 | 3 | Pairs | 40C | | |
| 2019 | mon | CASC Pairs | 04-Feb-2019 | 213 | 2 | 1 | Pairs | 40C | 3 | 1 |
| 2019 | mon | CASC Pairs | 11-Feb-2019 | 213 | 2 | 2 | Pairs | 40C | | |
| 2019 | mon | CASC Pairs | 18-Feb-2019 | 213 | 2 | 3 | Pairs | 40C | | |
| 2019 | mon | DAVIDS EMPORIUM Teams | 25-Feb-2019 | 33 | 3 | 1 | Swiss Teams | 40C | 4 | 2 |
| 2019 | mon | DAVIDS EMPORIUM Teams | 04-Mar-2019 | 33 | 3 | 2 | Swiss Teams | 40C | | |
| 2019 | mon | DAVIDS EMPORIUM Teams | 11-Mar-2019 | 33 | 3 | 3 | Swiss Teams | 40C | | |
| 2019 | mon | DAVIDS EMPORIUM Teams | 18-Mar-2019 | 33 | 3 | 4 | Swiss Teams | 40C | | |
| 2019 | mon | CHAMPIONSHIP Individuals | 25-Mar-2019 | 34 | 3 | 1 | Pairs | 40C | 4 | 0 |
| 2019 | mon | CHAMPIONSHIP Individuals | 01-Apr-2019 | 34 | 3 | 2 | Pairs | 40C | | |
| 2019 | mon | CHAMPIONSHIP Individuals | 08-Apr-2019 | 34 | 3 | 3 | Pairs | 40C | | |
| 2019 | mon | CHAMPIONSHIP Individuals | 15-Apr-2019 | 34 | 3 | 4 | Pairs | 40C | | |
| 2019 | mon | CHAMPIONSHIP Individuals | 22-Apr-2019 | 34 | 3 | 5 | Pairs | 40C | | |

Notes on the CCOE Template Files and Import process

- The Excel columns generated by the Create Template process must be exactly as shown here. Existing columns **must not** be deleted and additional columns **must not** be added.
- The column headings must be in row 1.
- The import will stop when a blank field is found in the **Year column** (column A)
- Blank rows can be added, BUT **Year column** must still not be blank.
- Any row will be ignored if the **EventDate column** does not contain a valid date.
- The import Excel file can be split out into separate files containing one or more **Session Days** in each of the files.
- A reality check prevents more than 1000 rows to be uploaded.
- Whilst an Excel import of the Tournament calendar can be done, it does not make much sense to do so. The Tournament calendar can easily be enter from scratch, of by using the **Year Rollover Functions ... Copy YYYY Events to the YYYY+1 Year** menu item.
- **IMPORTANT NOTE:** The Import File process will delete all existing events that pertain to each of the the Session Day events that appear in the file.

Importing the Director's ID

1. Use the **Create Template .. Directors ID** menu item to create a MS Excel template. SaveAs the Excel file to your favourite location.
2. Modify the data within the MS Excel application.
3. Use the **Import from Excel .. Directors ID** menu item to update the CCOE.

| A | B | C | D | E | F | G |
|------------|--------------------------------------|-------------|---------------|-------------|-------------|-----------------|
| SessionDay | Title | EventDate | SessionNumber | EventType | DirectorsID | DirectorsName |
| mon | MITRE 10 MEGA Individuals | 14-Jan-2019 | 1 | Pairs | 12345 | Michael Knowles |
| mon | MITRE 10 MEGA Individuals | 21-Jan-2019 | 2 | Pairs | 23456 | Kevin Wright |
| mon | MITRE 10 MEGA Individuals | 28-Jan-2019 | 3 | Pairs | | |
| mon | CASC Pairs | 04-Feb-2019 | 1 | Pairs | 12345 | Michael Knowles |
| mon | CASC Pairs | 11-Feb-2019 | 2 | Pairs | 12345 | Michael Knowles |
| mon | CASC Pairs | 18-Feb-2019 | 3 | Pairs | 12345 | Michael Knowles |
| mon | DAVIDS EMPORIUM Teams | 25-Feb-2019 | 1 | Swiss Teams | 54321 | Carol Thulsen |
| mon | DAVIDS EMPORIUM Teams | 04-Mar-2019 | 2 | Swiss Teams | 34567 | Anna Kilmer |
| mon | DAVIDS EMPORIUM Teams | 11-Mar-2019 | 3 | Swiss Teams | 23456 | Kevin Wright |
| mon | DAVIDS EMPORIUM Teams | 18-Mar-2019 | 4 | Swiss Teams | 23456 | Kevin Wright |
| mon | CHAMPIONSHIP Individuals | 25-Mar-2019 | 1 | Pairs | | |
| mon | CHAMPIONSHIP Individuals | 01-Apr-2019 | 2 | Pairs | | |
| mon | CHAMPIONSHIP Individuals | 08-Apr-2019 | 3 | Pairs | | |
| mon | CHAMPIONSHIP Individuals | 15-Apr-2019 | 4 | Pairs | | |
| mon | CHAMPIONSHIP Individuals | 29-Apr-2019 | 5 | Pairs | | |
| mon | Intermediate Champs Or CB Invitation | 06-May-2019 | 1 | Pairs | | |

- The Excel Template (example above) has a number of columns, but only the highlighted columns are mandatory.
- The Row 1 Headings of the **mandatory** columns must but be exactly as they appear above.
- The Headings must be in Row 1.
- Additional columns can be added for reference. These columns will be ignored during the upload.
- The **DirectorsID** is the person's NZBridge computer ID. That person must be in the **Club Database**.

- **IMPORTANT NOTE:** The upload will ignore any event that is in the past, that is, earlier than the day that the upload is being done.
- A blank *DirectorsID* will remove the current DirectorsID, if it exists.
- A reality check prevents more that 1000 rows to be uploaded.

Printer's Version

- A [Printer Version of the Calendar](#) can be created

ISO Week Numbers

The ISO weeks are numbered 1 to 52 (or 53). Each week runs from Monday through to Sunday. Week 1 of any year is the week that includes 4 January. Compass guides the users to the correct week number. Double clicking the mouse on the version number on the main strip menu will display the current calendar with week numbers.

ISO week numbers are well documented in this [Wiki article](#).

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