



EMS

Training Documentation for the Scorers/Calculators

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General recommendations

Please have a look at the following EMS video tutorial [“EMS Role and functions of the Official”](#)

1. If not yet done, become an EMS user

This will allow you to work with the EMS system. If you haven't received an invitation to become a user yet or you are not sure whether you are in the EMS system, please contact your National Federation for more information. Each National Federation has at least one EMS Administrator who can help you. The procedure is easy: you receive a mail from your Federation and you just have to click “I agree” and follow the instructions to enter your confidential password to confirm your EMS membership.

2. Check your EMS “My Jury Panel” account

Please check your “My Jury Panel” account in EMS on a regular basis and ACCEPT (or REJECT) the invitations that you receive from Organisers or Federations to be part of a Jury Panel at their competitions. If you don't accept or reject their invitations, you will appear in the competition Jury Panel of the Member Section with the status “Invited by Fed/Organiser” but your name will not be published in the official Calendar & Results of the public section. To make it easier for you, in the future we will send you a mail when you will be invited to be member of the Jury in a competition but this function is not yet in place per October 12, 2021. Thanks for your understanding.

Very important for the Officials who have received a mail from their National Federations to become EMS members but have not confirmed their EMS membership yet (see § 1): in this case you cannot login to the EMS Member section and ACCEPT/REJECT Jury Panel invitations nor can a mail be sent to you. Also, you cannot request the participation in a Jury Panel of a competition which can be accepted/rejected in EMS by the Organisers. Therefore, if you are not yet a confirmed EMS user, please contact your National EMS Federation Administrator.

3. If you are a Scorer/Calculator or Assistant Scorer/Calculator

Please make sure that the Organisers register you on their competitions Jury Panel lists and ACCEPT (or REJECT) their invitations in your EMS “My Jury Panel” account. If not, you will not be able to download or upload data from EMS.

4. Update your personal contact details in EMS

We would be grateful if you could take a few minutes to check and update your personal contact details on your profile page in EMS.

5. Any question or problem?

Please contact the EMS Federation Administrators in your country who can help you further.

New Processes

Please have a look at the following video tutorials

[“EMS download competition information to scoring system”](#)

[“EMS upload of results from the scoring system”](#)

1. Access to results

EMS will replace the E&A/IWSF websites in the future. This is the reason why your results must be uploaded from the Lion scoring system to EMS at the end of the competition. It means that you currently have to publish your results from the scoring system to the E&A/IWSF websites and in EMS. We are aware that it is an additional temporary constraint for you and we are very grateful for your understanding that we are in a transition phase with the different websites involved and that it will become easier in the future when EMS will be the only website where results are uploaded/published.

The results are accessible in the EMS Public Calendar <https://ems.iwwf.sport/> . Here how it works:

- Search for the competition on the EMS Public Calendar & Results and go to competition details (see attachment 1)
- Scroll down to “Results Individual Classification” and click the age categories to see the results.

2. Download the Officials and Participants from EMS to the scoring system

- a) Once the registration of Athletes' participations has been closed, the Scorer/Calculator can download the competition data including the Jury Panel and all registered Participants through the menu button “Download File” on the EMS competition screen. This function creates the import file to the scoring system
- b) The Scorer now imports the XML file created by EMS to the scoring system through a special button “Import EMS file” on the Entry screen of the scoring system
- c) By scrolling through the “Setup Assistant” of the scoring system the Scorer will see all the data imported from EMS and must add the information that the scoring system additionally needs. He may adapt information if changes have occurred
- d) Once the Setup Assistant has been finished the Scorer can run the competition as done in the past. All participants (and Officials) are imported from the Participants list in EMS automatically. The Scorer can create the start-lists, the competition programme, etc., enter the scores of the participants and create the individual and team classification (if applicable)
- e) It is possible to make a partial/incremental download from EMS with the last-minute entries and corrections just before the competition. The scoring system allows the incremental import of Athletes and Officials and adds them to the Participants list and/or Jury Panel:
 - Download the data from the “Competitions Details in EMS and import the file into the scoring system through the function “File/Import EMS File” (attachment 2). The system will ask you whether you want to “Add Athletes or Officials from the imported file” or whether you want to “Close the current competition and create a new from the import”
 - The registration of the Athletes/Officials will confirm you the correct ID's which you subsequently can note from the Participants list or the Jury Panel (click on the “+Add Official” button and you will get the Official ID). Register the EMS ID's to the manually entered Athlete/Official.

3. Upload the results from the scoring system to EMS

- a) Go to the scoring system and open the tab “Individual Classification” (attachment 3)
- b) On the “Print individual classification” (attachment 4) select and click the requested categories as you do it for the print version but instead of clicking “Export to Pdf file” select the function “Export to Xml file (EMS)” and save the Windows file which will be created in your Download folder (attachment 5)
- c) The “All skiers” category: we recommend that you also generally create an “All skiers” category. It is a comfortable way for the users to see the results of all Participants on one screen.
- d) Go to EMS and Login to the Member Section. Go to the competition details and click on the “Results” tab (attachment 6)
- e) In the middle of the section ”Upload Files” click on “Choose File” and select the file you have created in the scoring system as per step 3.b) then click the green button “Upload Results”
- f) If you are exceptionally obliged to add an Athlete in the Lion scoring system, make sure that he has a valid IWWF Licence, if appropriate and enter his correct Athlete EMS ID number in the scoring system
- g) If you are exceptionally obliged to add an Official in the Lion scoring system, make sure that you enter his/her correct Official EMS ID number (MXXXXX) in the “Official ID column” of the Lion scoring system
- h) Just after the “Upload Results” button in EMS you will see the protocol of your upload. You can repeat the upload as necessary. It will replace the previously uploaded results. Example: you can upload the results after each event/round during the competition. Each upload will create a protocol and show errors and/or warnings. By clicking on the number field of “Errors” or “Warnings” you will see the errors/warnings (attachment 7). If there are errors, no upload is processed and you have to correct the errors and do again the upload
- i) Check on the “Calendar & Results” public page whether your results are here. If yes, your upload was successful!

4. Warning messages

EMS issues “warning” messages upon results upload to inform you of potential issues. These are only warnings and you can continue the upload process. Examples of warnings:

- Last or First Name of the scoring system does not correspond with names in EMS
- The Official does not have a Qualification information (J1, S1, D1, etc.).

5. Error messages

EMS issues “error” messages blocking the upload process mostly when:

- An Athlete that you have exceptionally added directly in the scoring system:
 - Has a wrong EMS Athlete ID in the scoring system “Ranking ID” field. You must register the EMS Athlete ID that is in the EMS Athletes Section
 - Is not existing in EMS. In this case, please ask the national EMS Federation Administrator to registers the Athlete in EMS and give you the EMS Athlete ID
 - Has no valid IWWF License for this competition: report the case to the national EMS Federation Administrator. As long as this Athlete has no License*, the whole upload is blocked
- You have exceptionally added an Official directly in the scoring system but forgot to register his/her EMS Official ID number (MXXXX) in the field “Official ID” of the scoring system Jury Panel. Please do not forget to indicate the correct Official EMS ID in the Scoring System Otherwise, the complete upload will not take place.

6. How to avoid errors?

- Do NOT create competitions directly in the scoring system but create them in EMS and download them from EMS
- Do NOT register/add Athletes or Officials directly in the scoring system: download them from EMS.
- If you download the Participants/Officials lists directly from EMS before the competition, you should not have any problem to upload your results afterwards
- However, if you are exceptionally obliged to register a Participant or an Official directly in the scoring system, add him/her in the "Participation/Jury Panel" tabs of the EMS "Competitions Details". When you register an Athlete, the system will check for you whether he has an IWWF Licence
- Do NOT forget to click ALL concerned age categories in the classification list of the scoring system before uploading your results in EMS. If not, the upload will be empty
- Check whether your results correctly appear in the public part of the EMS system (in the section Calendar & Results) after having uploaded them
- If you do not upload your 2021 competition results in EMS they will be missing in the EMS Athletes results, the historical EMS Calendar Competition results and the results will not be part of the planned Wakeboard Boat ranking lists to be implemented for the year 2021.

7. Additional information

- Please note that currently only Individual Classifications results can be uploaded to EMS. Team Classifications will follow at a later stage as well as the Live Scores from the Scoring System
- You can create several documents in the Scoring System (Events schedule, List of skiers, Starting Lists, Team Classification). It is possible to upload these documents to EMS. Create a ".pdf" file in the Scoring System, go to the "Attachments" tab of the EMS Competition Details and upload the document through the blue "New File" button. The document will be available on the Public Calendar Competition Details by scrolling down to the section "Competition Documents & Bulletins"
- The competition logo appears on the results if the organiser has uploaded it in the "Competition Details"
- The sequence of the results presented on the "Calendar & Results" page is alphabetical which has advantages but also inconveniences. We have decided to change the sequence to the one as uploaded from the Scoring System where you can manually define the sequence of the classifications.
- IWWF Licences are required for competitions based on Homologation Codes:
 - Barefoot and Waterski: Record Capability, Ranking List
 - Cableski: Record Capability, WBW International, Normal
 - Wakeboard Boat: 3 to 6 Stars
 - Cablewakeboard: Titled events participation
 - Wakesurf: currently no License obligation

8. Summary

As already mentioned, please DO NOT REGISTER any ATHLETE or OFFICIAL directly in the scoring system as done in the past but register them in EMS and download them from EMS to the scoring system. It is possible to make a partial/incremental download from EMS with the last-minute entries and corrections just before the competition and therefore, there is no reason to register Officials or Athletes directly in the scoring system anymore.

This is the only way to avoid missing information, errors and discrepancies, wrong names, ID numbers, age categories, birth years, etc. Please note that the leading database is the one of EMS which is under the responsibility of the National Federation. For the same reason, we also recommend that all competitions including the non-ranking list ones are created in EMS and not in the scoring system anymore as sometimes done in the past.

Last but not least, DO NOT FORGET to click the relevant age categories on the Classification screen of the scoring system. If you forget, then no results will be uploaded to EMS.

More information are available in the EMS video tutorials <https://ems.iwwf.sport/Legal/Resources> .

Please contact the EMS Federation Administrators of your respective countries if you need support. The EMS Project Team is also at your disposal for ZOOM demonstrations.

EMS Project Team
<https://ems.iwwf.sport/>

ATTACHMENTS

Attachment 1

The screenshot shows the IWWF website interface for the FISW Challenge 2021. The page includes a navigation bar with links like 'Calendar & Results', 'News', 'Athletes', etc. The main content area features a 'Livescore' button and a 'Calendar File' button. The event details are as follows:

- Event:** FISW Challenge 2021
- Location:** Recetto, Recetto, Novara 8-9 Jul 2021
- Competition:** Waterski National competition
- Code:** 21ITA016

Event Details:

Slalom	2 Rounds	L
Tricks	2 Rounds	L
Jump	2 Rounds	L

Jury Panel:

Scorer	GALLI Elisabetta	ITA
Judge	GALLI Elisabetta	ITA
Judge	MOZ Candido	ITA

Recetto Details:

Country	Italy
Code	ITAFISN1
Area	Recetto, Novara

Entries:

Type	Open
Status	Registration Open
Limit	50
Deadline	05/07/2021
Divisions	No
Open to foreign Skiers	No
Cash Prize	No

Organizer: Elisabetta Galli (Email: waterskirecetto@gmail.com)

Federation: Davide Marinoni

Other: Towboat

An aerial photograph of the Recetto water ski area is also visible.

Attachment 2

The screenshot shows the IWWF BEMS software interface. The 'Skier scores' window is open, displaying the profile for a skier named Daniela Churakov. The skier's details are as follows:

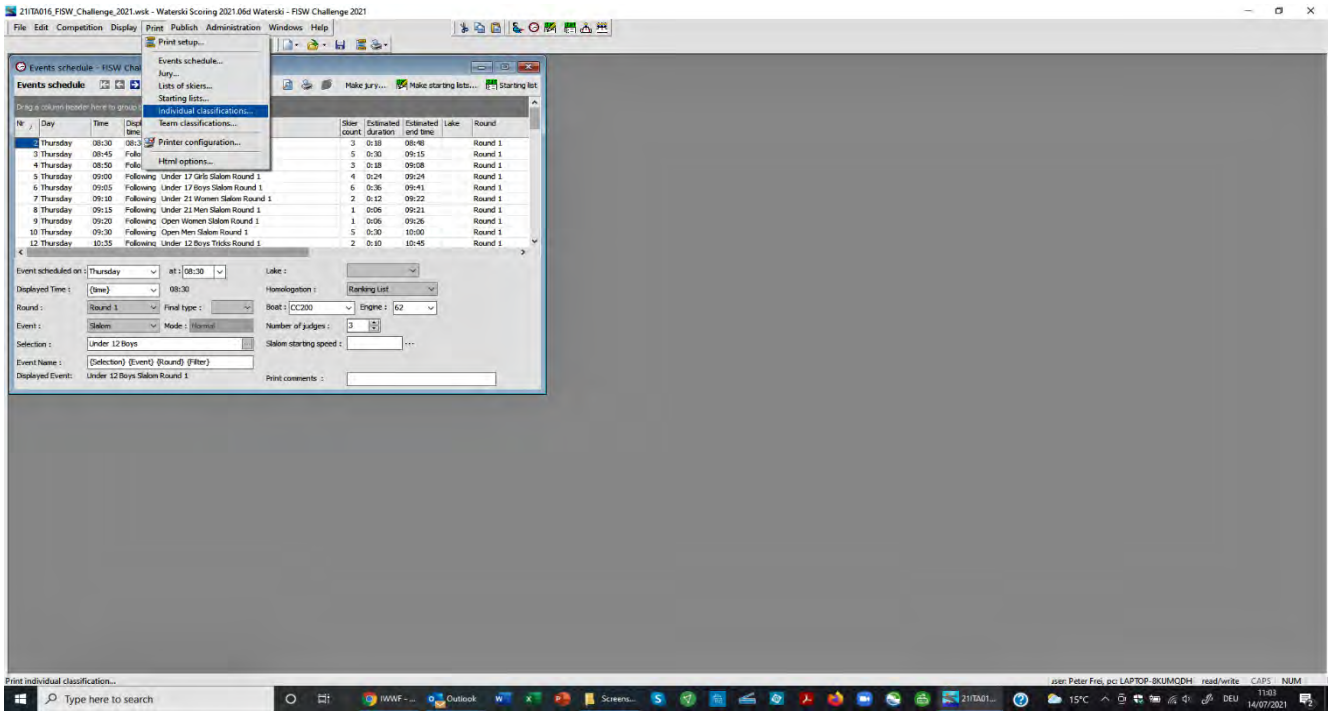
- Ranking ID:** RUS122014751
- Gender:** Male
- Year of birth:** 2001
- Category in tournament:** Open
- Real Category:** Juniors under 19
- Country:** WFR
- League:** WFR
- Club:** [Empty]
- Team:** [Empty]
- Team Member:** [Checked]
- Wild card:** [Unchecked]

Event Selection:

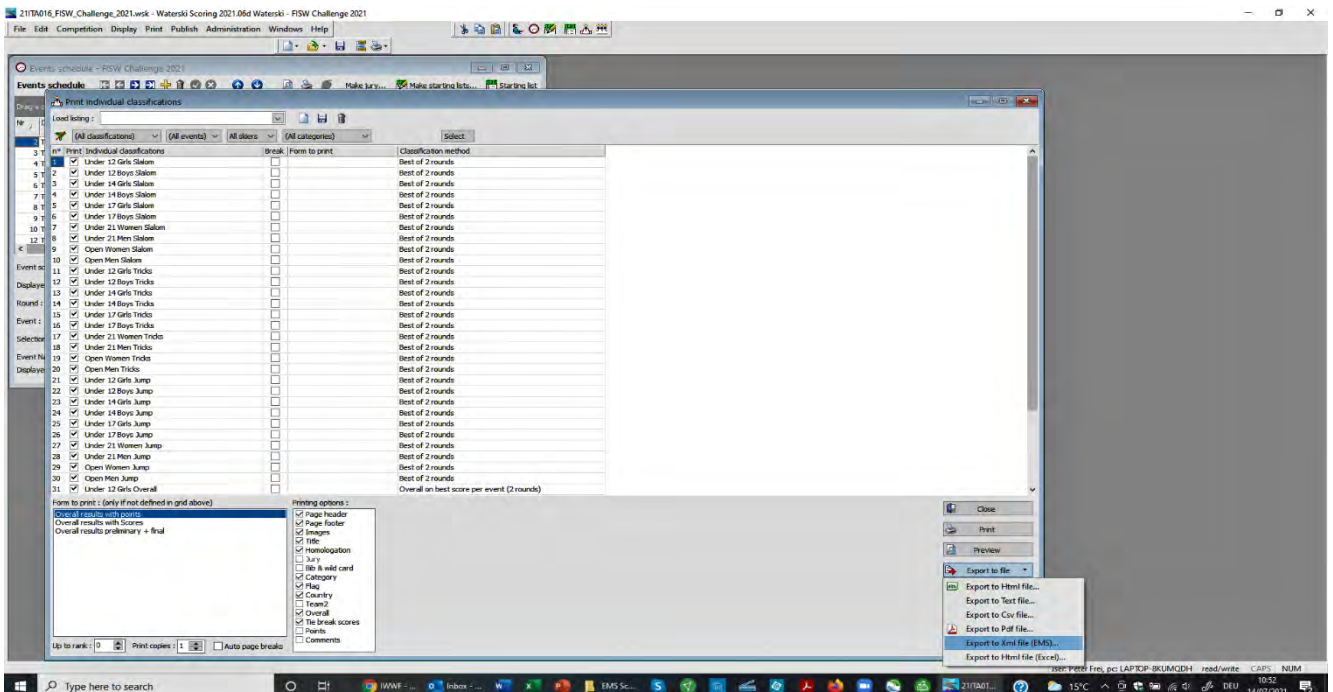
Event	Series	Performance	Division	Seeding	Ramp Height
<input checked="" type="checkbox"/> Slalom					<input type="radio"/> 1.50 m
<input type="checkbox"/> Tricks					<input type="radio"/> 1.65 m
<input type="checkbox"/> Jump					<input checked="" type="radio"/> 1.90 m
<input type="checkbox"/> Overall					<input type="radio"/> 1.95 m
					<input type="radio"/> 1.25 m
					<input type="radio"/> 1.00 m

The software interface includes a menu bar (File, Edit, Competition, Display, Print, Publish, Administration, Windows, Help) and a taskbar at the bottom showing the system date and time as 11/18/2021, 2:58.

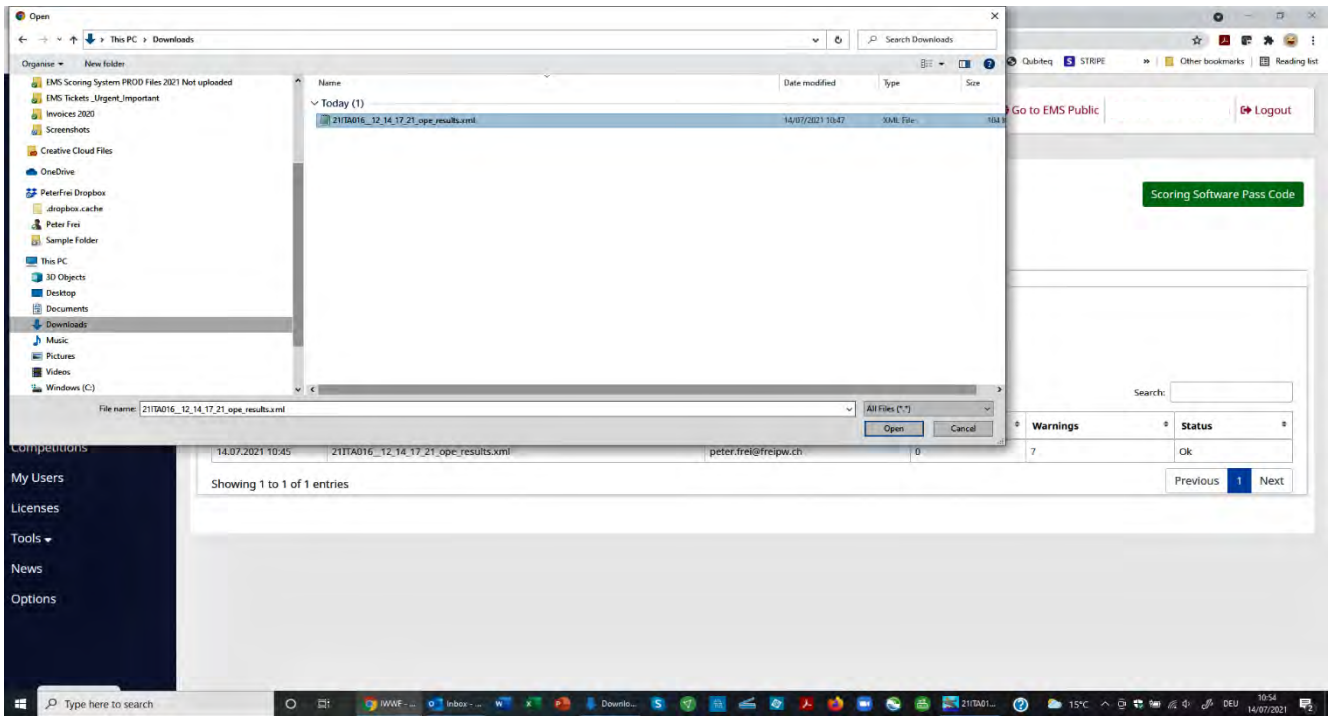
Attachment 3



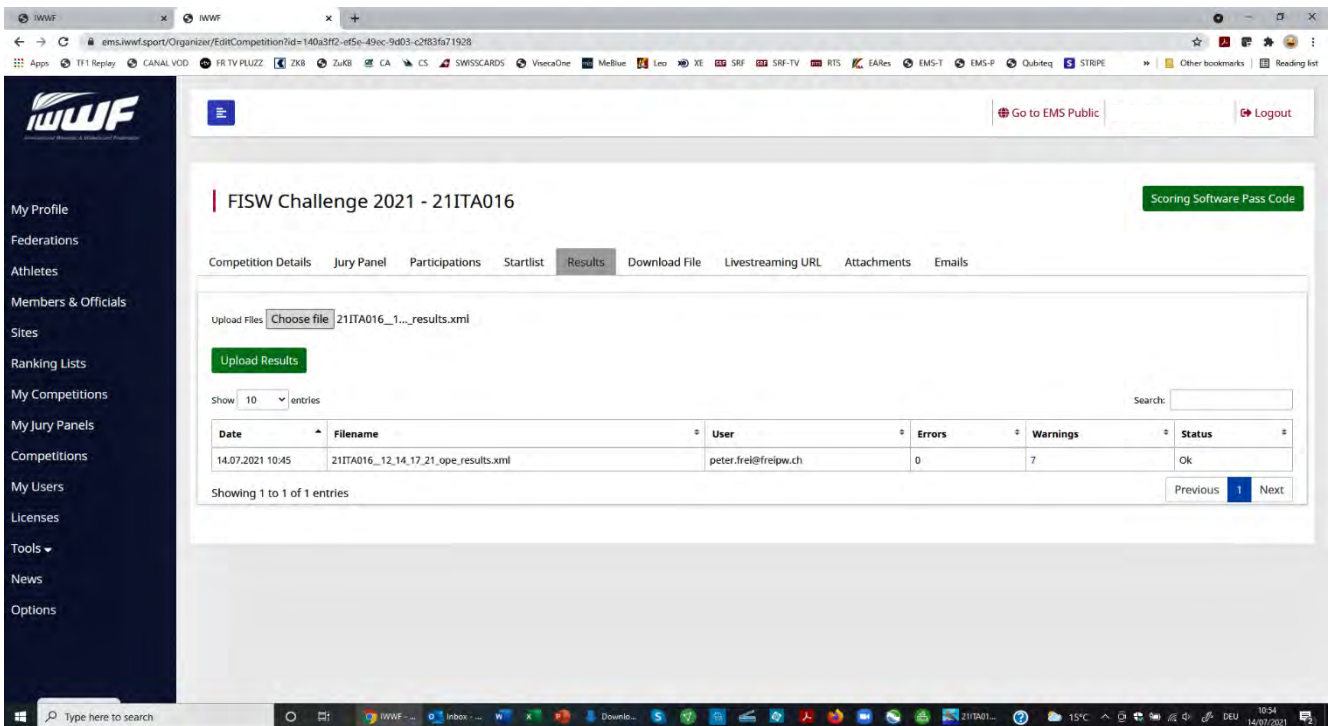
Attachment 4



Attachment 5



Attachment 6



Attachment 7

The screenshot displays the 'Errors & Warnings' section of the IWWF system. The page includes a search bar and a 'Show 100 entries' dropdown. The main content is a table with 15 rows of error data. Each row contains an ID, a 'Warning' type, a description of the error, the associated data, and a 'Copy' button in the 'Clipboard' column.

#	Type	Description	Data	Clipboard
1	Warning	JuryPanel Warnings! Scores Warnings! [2] juries Deleted!	Code:211TA016 Name:FISW Challenge 2021 SiteCode:ITAFISN1 Venue:Recetto Type:NAT StartDate:2021-07-08 EndDate:2021-07-09	Copy
2	Warning	Different LastName! Different FirstName!	IWWFid:M00095 Ceruti Alberto DU105 (ITA)	Copy
3	Warning	Function not Found!	IWWFid:M00168 GALLI Elisabetta DU111 (ITA)	Copy
4	Warning	Function not Found!	IWWFid:M00168 GALLI Elisabetta DU109 (ITA)	Copy
5	Warning	Function not Found!	IWWFid:M01427 PIGOZZI Mario DU117 (DOM)	Copy
6	Warning	DELETED	IWWFid:M01995 SEMAVIN Maxim (No Duty) (No Country)	Copy
7	Warning	DELETED	IWWFid:M00301 ALLAIS Carlo (No Duty) (No Country)	Copy
8	Warning	Score is not numeric!	Score:(No Score) 3.00 52	Copy
9	Warning	Score is not numeric!	Score:(No Score) 1.00 52	Copy
10	Warning	Score is not numeric!	Score:(No Score) 0.50 52	Copy
11	Warning	Score is not numeric!	Score:(No Score) 1.00 52	Copy
12	Warning	Score is not numeric!	Score:(No Score) 4.00 49	Copy
13	Warning	Score is not numeric!	Score:(No Score) 4.00 46	Copy
14	Warning	Score is not numeric!	Score:(No Score) 2.00 55	Copy
15	Warning	Score is not numeric!	Score:(No Score) 1.00 52	Copy