

Manually Add Participants to Scoring System

If you are unable to download registrations for your tournament here are steps to manually add participants to your tournament.

- From the Registration Window click on the Add icon - This provides a dialog that normally can be used to check a participants membership status on AWSA as well as download the information to your tournament to manually add an individual to your tournament. This is normally accomplished with the search set to check USA Water Ski. This is indicated by a Search Location radio button just to the right of where you enter a members name or member id.
- On this Add Member dialog window there is also a radio button labeled "Local". This option allows you to search the member list that is on your WSTIMS database. When members are downloaded to WSTIMS the key information is stored on your local WSTIMS database in a member table. Using the "Local" search location allows you to search your local database and add participants to your current tournament. Therefore anyone who has participated in any previous tournament that has been scored on this same computer can be imported to your current tournament
- When adding an individual to your current tournament from your local database you should remember that because Nationals has just occurred you should probably add 1 to an individuals "Ski Year Age" to account for the new ski year. If you make this update and click Save then you will be presented the divisions appropriate for the current ski year for this tournament.
- Another point to note is that the information on your local database will be as of the last previous tournament they entered therefore their membership status may not be up to date. At this point there will not be a way to validate that so on the Registration window you should simply click on the checkbox in the "Eligible Part" column and the "For Plcmt?" column.
- These membership statuses will need to be resolved next week before the tournament can be uploaded but that can be done after the tournament when the USA Water Ski servers have been fully re-activated.
- If you want to add a participant that you don't have on your local database then on the Add Member dialog you should click on the New Member button and this will open the New Member dialog

- On the New Member dialog enter the following
MemberId: enter 000000010 thru 000000099 (this is a temporary number that will be accept until it can be corrected next week)
First Name
Last Name
Gender
Ski Year Age (This should be the person's age as of January 1st 2024)
State and City are optional
Federation: Select from the dropdown list
- Click on the Save button and this will redisplay a similar dialog but with options to select the skiers preferred division
- Click Save
- The skier will show with an inactive membership status but at this point there will not be a way to validate that so on the Registration window you should simply click on the checkbox in the "Eligible Part" column and the "For Plcmt?" column

These steps should get you thru the weekend so you can score your event. As mentioned, these membership statuses will need to be resolved next week before the tournament can be uploaded but that can be done after the tournament when the USA Water Ski servers have been fully re-activated

Final note: This outage with the USA Water Ski website doesn't affect the web scoreboard at WaterskiResults.com