Flo Arena Setup for USA Wrestling Tournaments

Between Flo Arena, USAW Tournament Staff and the Pairers we have come up with the way we need to setup all of the USAW tournaments ran on Flo that will work with all of them.

Always use the Filter Function when available on the page you are working on so you do not overwrite another group that is in your tournament.

Always draw the brackets individually never use Draw All.

Please refer to the Flo Checklist for more information on all of these steps.

Usually all wrestlers are imported for you along with any separation tier levels for them if needed. If they are using seeding in your tournament you will have to do that after the seeding committee seeds the weight classes.

Go down the items in the Setup Tab – All of this should be setup ahead of Weigh-ins

1) Divisions - Please setup Divisions using the Page 2 of the Flo checklist.

2) Weights - Check the Weights page using page 3 of the checklist.

3) Rounds – See page 4 of the checklist. Click on for all rounds you will be using for your tournament so you can setup the tournament before weigh-ins. If you leave them in automatic the rounds will not show up in assignment queues until you draw the brackets.

4) Brackets – See page 4 & 5 of the checklist to set up the Brackets

5) Mats – Add mats if needed if they are not there already

6) Assignment Queues - In setting up our Assignment Queues we need to make a queue for each session that we have until we start splitting out the championship matches to run on certain mats from the consolation matches that go with them then we make a queue for every round, Championship and Consolation rounds. They need to be in order of wrestling. See page 6 & 7 of the checklist for setup and execution. We need to do it this way to get the numbering correct for the wrestlers. See example on next page

(In a tournament that you have extra rounds of championship matches before the consolation matches are wrestled that would go with those rounds then you need to split those out into a separate assignment queue.)

FLOARENA USWOA Practice Test — Test Event

Setup | Dashboard | Queues | Reports | Data Management | Print Manager | Announcer

Queues

Name	Bout Depth
+ Name	3
16U Session 1	3
16U Session 2	3
16U Quarterfinals	3
16U Consi of 8 #1	3
16U Consi of 8 $2	3
16U Semi Finals	3
16U Consi of 4	3
16U Cons Semis	3
16U Finals	3
16U 3rd Place	3
16U 5th Place	3
16U 7th Place	3

Filter: Division | Rules by Weight Class... | Execute Rules

Queue Rules

Division	Pool	Side	Round	Weight	Name	Action
+ Any	Any	Any	Any	Any		
16U Mens Freestyle	Any	Any	Round of 32 / Round of 64 / Consi of 32 #2 / Consi of 32 #1	Any	16U Session 1	Execute Un-Assign
16U Mens Freestyle	Any	Any	Round of 16 / Consi of 16 #2 / Consi of 16 #1	Any	16U Session 2	Execute Un-Assign
16U Mens Freestyle	Any	Any	Quarter-Finals	Any	16U Quarterfinals	Execute Un-Assign
16U Mens Freestyle	Any	Any	Consi of 8 #1	Any	16U Consi of 8 #1	Execute Un-Assign
16U Mens Freestyle	Any	Any	Consi of 8 #2	Any	16U Consi of 8 $2	Execute Un-Assign
16U Mens Freestyle	Any	Any	Semi-Finals	Any	16U Semi Finals	Execute Un-Assign
16U Mens Freestyle	Any	Any	Consi of 4	Any	16U Consi of 4	Execute Un-Assign
16U Mens Freestyle	Any	Any	Consi-Semis	Any	16U Cons Semis	Execute Un-Assign
16U Mens Freestyle	Any	Any	Finals	Any	16U Finals	Execute Un-Assign
16U Mens Freestyle	Any	Any	3rd Place	Any	16U 3rd Place	Execute Un-Assign
16U Mens Freestyle	Any	Any	5th Place	Any	16U 5th Place	Execute Un-Assign
16U Mens Freestyle	Any	Any	7th Place	Any	16U 7th Place	Execute Un-Assign

7) Numbering – You need a Numbering Rule for every Assignment Queue you have and in order of your Assignment Queues. When setting these up ahead of time the starting number for each is 1. See example below. See page 11 of the Checklist for executing these rules

FLOARENA USWOA Practice Test — Test Event

Setup | Dashboard | Queues | Reports | Data Management | Print Manager | Announcer

Numbering Rules — Filter: Division | Execute All

Start At	Division	Pool	Weight Class	Mat	Queue	Round	Action
1	16U Mens Freestyle	Any	Any	Any	16U Session 1	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Session 2	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Quarterfinals	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Consi of 8 #1	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Consi of 8 $2	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Semi Finals	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Consi of 4	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Cons Semis	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U Finals	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U 3rd Place	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U 5th Place	Any	Execute Un-Number
1	16U Mens Freestyle	Any	Any	Any	16U 7th Place	Any	Execute Un-Number
+ Start At	Any	Any	Any	Any	Any	Any	

Options: Number Byes — Justification: Right — Custom Round Order

After Weigh-ins make sure you double check the following before drawing brackets

1) Check for duplicate wrestlers and brothers – See page 8 of Checklist
2) Double Check weigh-in cards - See page 8 of Checklist
3) No Shows – See page 8 of Checklist
4) In Fargo – Run Overage Report - See page 9 of Checklist

To make changes on the brackets please see page 18 of the Checklist

For best of 2 out of 3 Finals please see pages 22-26 of the checklist for instructions in the setup of this.

Flo Checklist

SETUP (work down the left column)
Event

      Enable Online Arena Sync: Should be checked.

      If needed, check the Box for the Live Scorer Training Mode (This is so you can do a demo for table help and not affect any matches) * Note do not do this if other tournaments are currently running within a main tournament!

      Send Announcer Chats to Admins: needs to be checked.

Divisions

Should already be added
Default Profile (JR, U16 and below use USAW FS/GR)(US Open or UWW use FS/GR)
During setup - Change Publish to False (uncheck) while working on bracketing if you
don't want public to see setup during bracketing.

Setup	Dashboard	Queues	Reports	Data Management	Print Manager			
Event		Division Name	Abbreviation	Default Profile		Duals	Publish	
Divisions	+	*Division Name*	*Abbreviation*	*High School*				
Weights	✖	Sr		Freestyle		☐	☑	⚙
Rounds								

Check Advanced Setup (select the wheel sprocket/gear icon right of division name)
  Confirm Period times for Divisions and make necessary changes
  For Freestyle double check shot clock has a check and 00:30 seconds
  Confirm Rest Time Between Periods and Matches
   ***Double check tech fall is 8pts or 10pts for Greco
  ***NEVER CLICK 'APPLY TO ALL DIVISIONS'

Click the sprocket wheel for division setup also has the advanced setup details

Advanced Division Setup: Junior

Times | Bout Sheets | Seeding Crtieria

Restore Default Values

Championship Matches
Period 1:   03:00
☑ Period 2:   03:00
☐ Period 3:   mm:ss
☐ Use for *ALL* placement bouts

Consolation Matches
Period 1:   03:00
☑ Period 2:   03:00
☐ Period 3:   mm:ss

Overtime Periods
☐ SV: mm:ss
☐ TB1:   mm:ss
☐ TB2:   mm:ss
☐ UTB: mm:ss
☐ Repeat Overtime

Points
Tech Fall Points: 10

Injury Timers
☑ Injury: 02:00
☑ Blood: 05:00
☐ Recovery: mm:ss

☐ Riding Time
☑ Shot Clock   00:30
☐ Count Up
☐ Choice

Rest
☑ Between Periods: 00:30
☑ Between Matches: 15:00

☐ Stalling Time: mm:ss
☐ Stalling
☐ Penalty
☐ Advantage

Apply To All Divisions

4

Settings for UWW Bout Sheets

Set up > Divisions > Advanced Settings (gear on right side) > Bout Sheets > Change dropdown to UWW > Apply to All Divisions

Advanced Division Setup: Junior ✖

| Times | **Bout Sheets** | Seeding Crtieria |

Bout Sheet: UWW ▼

[Apply To All Divisions]

Weights

Confirm all weights have been added

Double check per Division

Weight Classes and Max Weight should be entered

*May need to add Min Weight (i.e. 132 - min wt. 126.1, 138 – min wt. 132.1…)

(In Divisions) Advanced Setup > double check KG vs LBS

To add a weight class, click weight class name and enter weight. Same for Max/Min Wt.

Note this is where you will see your wrestler count for each weight class to double check against weigh-in cards

| Setup | Dashboard | Queues | Reports | Data Management | Print Manager |

Advanced Setup

Division			Weight Class	# Wres…	Max Wt	Min Wt
Sr	☐	+	*Weight Class*		*Max Wt*	*Min Wt*
	☐	✖	55	13	55	
	☐	✖	60	12	60	55.1
	☐	✖	63	18	63	60.1
	☐	✖	67	20		
	☐	✖	72	20		
	☐	✖	77	20		
	☐	✖	82	13		
	☐	✖	87	15		
	☐	✖	97	13		
	☐	✖	130	13		

Setup tabs: Event, Divisions, **Weights**, Rounds, Tiers, Seeding, Brackets, Pools, Mats, Assignment, Numbering, Team Scores, Other

Import from Pre-Registration if needed

Wrestlers should have already been imported from USAW Membership online by USA Wresting Staff.

If not, you must have an Admin Flo log-in (might have to be USA Staff or Flo Staff) to export from Membership into an excel spread sheet and save as csv file (ie. Fargo.scv)

Make sure the column order matches the tournament settings.

(Division/Wt Class/1st Name/Last Name/Team)

Next step will be to Import to the tournament:

Data Management > bulk import > select file (Fargo.csv)

Rounds

In order to preset your Queues and Rules you must check the boxes of the rounds to use as ON (*Optional – you can change the display name to be abbreviated i.e. Round of 16 to RD of 16 or Quarter-Finals to Quarters)

Brackets

Setup > Brackets > Divisions > Options > check Placing and Max Round Robin (5?)
If there will be tiered Seeding you must activate it by going to 'Show More' and
checking the Tiered Seeding box (Fargo will have tiered seeding)

For tournaments with Tiered Seeding - On the Separations tab, Tiers label top 2. Drag and drop
Custom 1 to the top and the next line should be Team.

*If using Best 2 out of 3 Finals please see page 26

Mats

Setup > Mats > Auto-Create Mats > enter **total number** of mats you want to add.
All mats will automatically generate
If you need to add any additional mats only select the number of mats to add NOT total mats

Options per Division > Display Option > check Black / White box > Save
Each Division will need to apply this individually

***Also note for Tiered Seeding you must enter the First Lines in Format to show the Tier on the bracket. You will need to select from + drop down box (Full Name), (Team Name) and (Tier).

Will also need to add to the secondary Lines (First Name Abbreviation) (Last Name), (Team Abbreviation).

Assignments Queues and Queue Rules

      *Assignment Queues and Queue Rules should be set up BEFORE Weigh-ins (cannot execute rules until after brackets are built)

Assignments Queues and Queue Rules (like rounds and Mat Scheme) if you are designating a mat for particular rounds they need their own queue.

      Create Queue Name (i.e. UWW JR. Session 1, Qtr, Session 2, Semi Finals, Session 3, 7th Place, 5th Place, 3rd Place and Finals etc.)

In Setup/Assignment - Set up "Queue Rules" (add in "+ Any")> Select Division (in drop down) / **Rounds** (click on drop down selections and check mark rounds you want run in the Queue) / **Name** (click on drop down of the name of the queue you made to pair to the specific rounds) (Session 1, Qtr., Session 2, Semi Finals, Session 3, 7th Place, 5th Place, 3rd Place and Finals) *See picture for columns*

***You will not be able to execute the rules until after brackets are built. If you rebuild a bracket, you need to re-execute the rules, renumber and assign it.

It is VERY helpful to create a HOLD Queue with your name so that you can drag and drop matches that may have go time issues. May also add a MED HOLD Queue for yellow cards.

Below is a term conversion that describes the rounds. We are familiar with the Subround and Bracket Size, in the chart below you'll find the Floarena round display names that equate to the subrounds with which we are familiar:

Subround	Champ R1	Champ R2	Cons R1	Cons R2	Champ R3	Cons R3	Cons R4	Champ R4	Cons R5	Cons R6	Champ R5	Cons R7	Cons R8	Champ R6	Cons R9	Cons R10
Bracket Size	128	64	64	64	32	32	32	16	16	16	8	8	8	4	4	4
Floarena	Round of 128	Round of 64	Con 64 #1	Con 64 #2	Round of 32	Con 32 #1	Con 32 #2	Round 16	Con 16 #1	Con 16 #2	Round of 8	Con 8 #1	Con 8 #2	Round of 4	Con 4	Con-Semis

Sample of Rules (may have two or more queues per session to have specific matches on certain mats ie. Quarters on specific mats) – Double Check Pete Isais' flow chart (SUBJECT TO CHANGE)

QUEUES	Session I	Session II	Session II R16	Session III Con-Semi	Session III Qtr	Session IV Semi	Session IV Consi	Session V
ROUNDS	Round of 128 Round of 64 Consi of 64 #1 Consi of 64 #2	Round of 32 Consi of 32 #1 Consi of 32 #2 Consi of 16	Round of 16 (will be on specific mats)	Consi of 16 #2 Consi of 8 #1	Quarter-Finals (will be on specific mats)	Semi-Finals (will be on specific mats)	Consi of 8 #2 Consi of 4	Consi Semis

Finals will also have to be broken down by placements so they can be assigned to specific mats

QUEUES	7th	5th	3rd	FINALS
ROUNDS	7th Place	5th Place	3rd Place	FINALS

Pre-Numbering Setup

You need a Numbering Rule for every Assignment Queue you have and in order of your Assignment Queues. When setting these up ahead of time the starting number for each is 1. See example below.

Run an Overage Report (Fargo)

This will show you if there are too many wrestlers in one weight class per team
Reports > Team Overage Report > Print
Fargo - There should only be 4 wrestlers per team unless there are Exemptions
(Regional Placers)
*This will be done before and after weigh-ins

Print Weigh-in cards

Weigh-in cards should be printed
If not – Go to Reports > select Weigh-in Cards > select and check/uncheck parameters >
Print
Optional – may want to print a few blank weigh-in cards

Start entering weigh-in cards

Data Management > Enter Wrestlers ID (top right) > Hit enter >Enter actual weight > Hit
Enter after entering actual weight and mouse will return to enter wrestlers ID Box
Double check they are in the correct weight class

To change Weight class or add medical notes – Select the Edit button (pencil) to the left
of the wrestler's name – * see below for details

*If a wrestler did not make weight – may have to remove their state's rank for 1 or 2
Assign pairing officials to start separating cards by Divisions and Weight Classes

Setup	Dashboard	Queues	Reports	Data Management	Print Manager							

Wrestlers (157)	Bulk Import	Update from Registration	Add Wrestler	Mass Actions ▼						Count: 157	Wrestler Name or II

		First Name	Last Name	Nickname	Team	Division	Weight Class	Exact Weight	Weighed In	Team Scorer	Paid
☐ ✗ ✎		Godfry	Vitale		Oregon	Sr	55	53.6	✔	✔	✔
☐ ✗ ✎		Ronda	Breschi		Washington	Sr	60		✔	✔	✔
☐ ✗ ✎		Franzen	Tribble		Nevada	Sr	63			✔	✔
☐ ✗ ✎		Georgena	Rybalov		California	Sr	67		✔	✔	✔
☐ ✗ ✎		Freedman	Koegel		Utah	Sr	72		✔	✔	✔
☐ ✗ ✎		Nessie	Brewer-co…		Idaho	Sr	77		✔	✔	✔

Teams (6)
Users
Chats
Past Placements

*Change weight class here - If they have medical note add it in the comment section of their profile and save

Edit Wrestler ✕

| **Wrestler Data** | **Seeding Criteria** | **Comments** |

First Name:
Alastair

Last Name:
Moren

☑ Paid
☑ Passed Skin Check
☑ Weighed In

Division:
Sr ▼

Weight Class:
87 ▼

Exact Weight:

☐ Withdrawn
☑ Team Scorer

Team:
Nevada ▼

Record:

☐ Exempt ⓘ

Date of Birth:
📅

Grade:
NA ▼

Seed:

Custom 1:

Custom 2:

Show More

Find On Bracket ▼   **Duplicate**   **Save**

Edit Wrestler ✕

| **Wrestler Data** | **Seeding Criteria** | **Comments** |

Clear Comments

Find On Bracket ▼   **Duplicate**   **Save**

Print Weigh-in Sheets for double checks

Reports > Weigh-in Sheets > select All Wrestlers / By Weight Class > Order by Last Name > Check Weighed-in, Skin Checked, and Withdrawn > Generate > find pages to print for each division > Print one set for Double Checks (Optional print second set for Coaches for Seeding)

No Shows

Data Management > Filter by Division > Select a Weight Class > Sort by Actual Weight by Ascending order > uncheck Weighed-in – click twice for each no show
Repeat per weight class

Check for duplicate Wrestlers and Brothers

Data Management > Sort by Last Name, Division, and Weight Class (Tip – you can drag and drop the columns together for easier searching)
Duplicates – uncheck weighed in and withdrawal
Check for brothers and create criteria for separation (i.e. enter the brothers last name in custom 1 for separation – name must match exactly to what the athlete has *case sensitive) **or** (if one of the brothers already have criteria, enter the number 1 in the Region and move the separation criteria to the top of the list) **or** replace with a different wrestler once brackets are built if they are on the same side.

Run another Overage Report to double check there are no more than 4 wrestlers per state.

FARGO – USA Wrestling Staff confirms and verifies levels and states
Also verify the Team Overage Report > Double check weight classes for movements – if a wrestler did not make weight make sure there is room in the next weight class for them to bump up (Fargo – max 4 wrestler unless exempt) (Fargo Women allow unlimited wrestlers per weight class)

Seeding Wrestlers (for seeded tournaments only)

Setup > Seeding > select Division and Weight Class > Click on wrestler's name in order to seed them 1, 2, 3, 4, 5………
Repeat for each Weight Class
(For corrections in seeding – check the Compression box > seed the highest number and refresh. Number will automatically correct.) After building brackets and numbering bouts, print a copy for seeding staff to review before publishing. If it's good to go print another copy to give to USA Staff so they can make bracket packets for coaches.

Draw the Division

- **Always draw each weight class individually**

Division	Action	Phase	Action	Weights	# Wrestlers	...	Run Time	Action
Sr	Draw Options	Default Phase	Draw	55	13		:NaN	Draw
	Draw All			60	12		:NaN	Draw
				63	17		:NaN	Draw
				67	20		:NaN	Draw
				72	20		:NaN	Draw
				77	20		:NaN	Draw
				82	13		:NaN	Draw
				87	15		:NaN	Draw
				97	13		:NaN	Draw
				130	13		:NaN	Draw

Setup tabs: Setup, Dashboard, Queues, Reports, Data Management, Print Manager

Left menu: Event, Divisions, Weights, Rounds, Tiers, Seeding, Brackets, Pools, Mats, Assignment, Numbering, Team Scores

Confirm and review Brackets – See if wrestlers have been separated by Teams/Tiers/Brothers
        *If you need to swap wrestlers – Right click on wrestlers name > select name to be swapped

If you have 5-man round robins place your "RR Rnd 5" in with your finals queue. After building brackets look to see if the last match has the strongest opponent's if not click on the bout and "replace" (scroll down to the bracket - right click the wrestler name and select "swap") wrestlers with seeded wrestler's names (the bracket will update everywhere for the previous bouts). Put the "RR Rnd 4" in with third place. Before round 5, view bracket to see who really is the potential winner, and if needed (in the "Queues" tab screen) switch out the potential 1st placer's bout by dragging the bout number into the finals queue and move the other bout to third (for example).

*May have to refresh page if no data shows

Execute Assignment QUEUES before Numbering (this will apply brackets to queues)

Execute the Assignment Queues and Rules

Setup > Assignments > Select your division (green button on top right) > Execute Rules

**If you change any Rules you must "Execute" to apply
** If you find that you will not have enough time to wrestle a particular round – it is easy to deselect the round then re-execute the rule

Note that after all rules are executed – there are no unassigned matches

Numbering

>Select **Right** justification
>(Right-Finals are at same time, Left-Starts same time, smaller brackets finals finish first)

Preset ALL Numbering Rules before executing anything (all rules starting at 1)

***All USAW tournaments will be assigning numbers individually. "**Execute**" numbering one queue at a time. Start at 1 (or 1001 or 4001, communicate with other Assigned Pairing Officials) > Select Division (in drop down) > Execute only one rule at a time > have a partner go to the "Dashboard**"** tab scroll to the bottom to see what the last bout number is for that queue then enter the next sequential number for "Start At" for the next queue and "execute", look at "Dashboard" tab for the last bout number etc. until you finish entering the first finals bout number to "Start At"
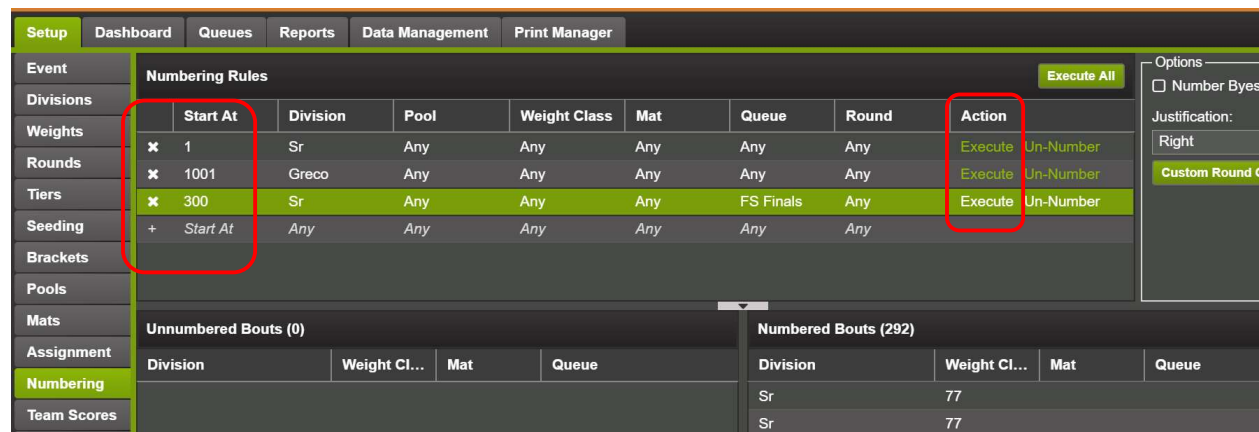
>When completed verify there are no unnumbered bouts

>*May have to refresh page if no data shows

Initalizing Team Scores

>Set up > Team Scores > valedate Team Scores settings > select Division click recaculate scores (Fargo – all should be zero)

Republish Brackets to the public

>Setup > Division > check Publish again

Print Brackets for posting

Print Manager

Print Select All weight classes per Division > Print Selected > Print Wall Chart

Dashboard

Use filters to view bouts for queue and color-coded progress. (This was helpful at duals.)
Dashboard tab shows all the bout numbers for that queue (Bottom part is the mat
"Chat.")

Queues Tab

This is tournament central – most of your tournament can be monitored from here

Select Mats to view by clicking down arrow on far right of screen (arrow has +/- above) for top portions.
Below that select Queues to view by clicking down arrow on far right of screen (arrow has +/- above) for lower portion
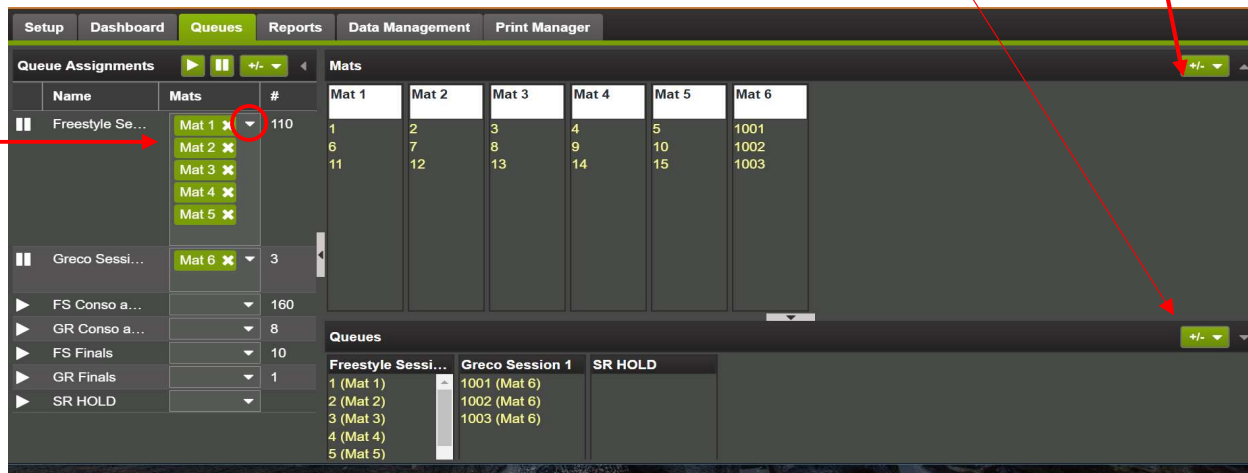
Queues continued:

Assign Mats (in drop down) for selected Queue (left screen side)

Double Check Mat Assignment Chart per session/round (SUBJECT TO CHANGE)

*Note do not change mats to another Que until all bouts have been assigned

To load the mats, click the "Play" button ► (this will then change to "Pause" ❚❚)
Make sure mats are assigned with bout numbers – take care to only click play for current sessions
*Note the HOLD queue is visible to the user

Print a Flow Chart

Reports > Bouts per Round (Can export and it will open in Excel – you can customize this to show sessions in top row, breaks between sessions, ect..)

Reports Tab

Mat Velocity has bouts per hour per mat (just hid "Reload" for it to populate with current info.
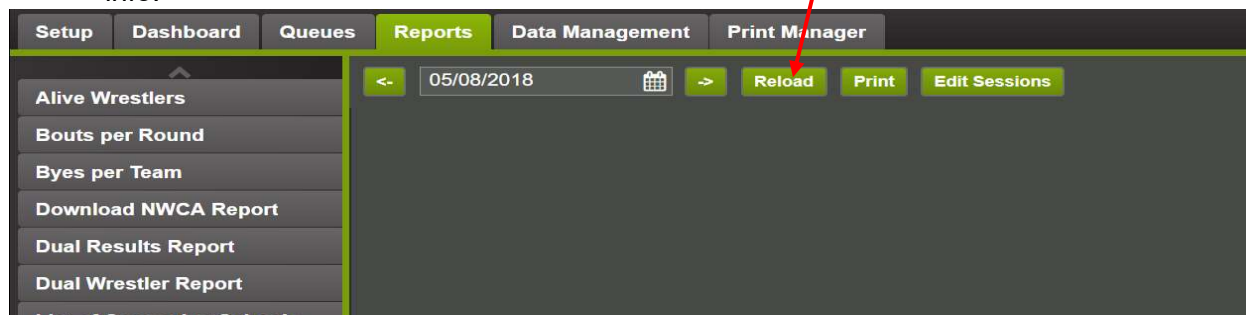
Second Weigh-in's

For second weigh-ins print two copies of wrestlers still alive for Weigh-in Masters Fargo – need to put weigh-in cards back in state order for 2nd weigh-in or print new cards for wrestlers still alive.

If a wrestler DID NOT MAKE WEIGHT, they will need to be defaulted out of the tournament. If the wrestler was on the championship side of the bracket, make sure to default his next match on the consolation side of the bracket. If consolation side bout does not know who the next match is against, move that bout to the HOLD que on the dashboard, right click on the bout number and add a comment if needed.

Announcer LIVE Chat
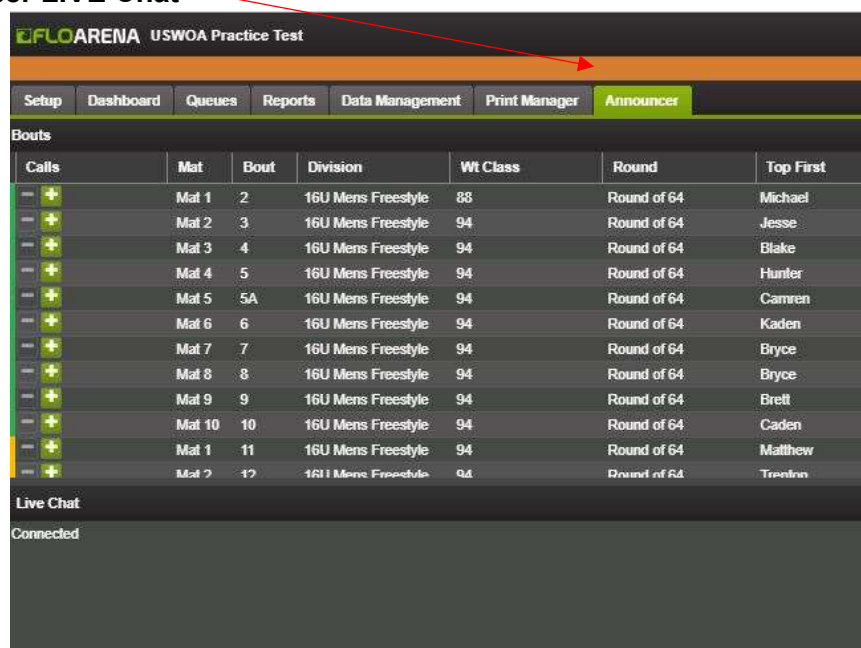
Mat Assignment View

Event > Boutboard > Open (Shift O) will bring up parameters to change view

BOUT	MAT	CLASS	COMPETITORS	
1	1	77 kg	T. Briggs Utah **v.** R. Smith Nevada	
2	2	77 kg	K. Wise Nevada **v.** L. Riley California	
3	3	77 kg	I. Andolina California **v.** T. Cobb Nevada	
4	4	77 kg	W. Lane Idaho **v.** K. Meyer Utah	
5	5	67 kg	C. Garcia Idaho **v.** T. Ceriale Oregon	

Now you are ready to WRESTLE!!!!!!!!!

To Correct Brackets

When making changes in Flo, redrawing a bracket is **only** done when necessary**.** (Examples: When Tiers need to be separated or the bracket size changes when a wrestler is added = ReDraw. If adding a wrestler, replace the bye if possible.)

If you **do** have to redraw a bracket you will have to **Execute** all your **Assignment Queues** again. If you added a wrestler to the bracket and the bracket size changes, you will have to un-number all your brackets and then execute all of your numbering rules. If you did not add a wrestler and bracket size stayed the same, you do not have to un-number your brackets before you execute your number rules.

Removing a wrestler manually

On a bracket, right click the wrestler's name and 3 options come up Replace Wrestler, Swap Wrestler, or Replace with BYE. Please click Replace with BYE. You then need to balance the byes on the chart.

Adding a wrestler to a chart manually

First add the wrestler by going to Data Management, click Add Wrestler and fill in all the boxes needed especially Weight Class and USAW card number.

Then go to Setup > Brackets, find the weight class and click View. Figure out where to put the wrestler on the chart by balancing byes and teammates.

Once you know where to place the wrestler the on the bracket, right click on the word BYE and select the wrestler to be added from the pop up. There is a search box at the top of the pop up. Once a wrestler has been added another box pops up with bout number that Flo will add. Click OK and then double check the bout numbers.

Moving a wrestler between weight classes manually

On the bracket, click on the wrestler to bring up the wrestler's information, change their weight class and Save.

Go to the weight class he/she was in and replace the name with a BYE. Balance the BYE's by swapping.

Go to the weight class he/she will be in and add him to the chart by using the **Adding a Wrestler** instructions above.

After Tournament Begins

Injury Default wrestler out of the tournament
Reminder to default Cons match also (can enter a comment on the bout number in the Dashboard for a reminder and drag/drop bout number to MED HOLD Queue).

During Tournament

Print out a Weight Release form at the beginning of your first session
Release weight classes as necessary - inform the announcer

Keep watch on the Dashboard and the Queues (Can use filters to help view sessions/rounds)

If you know the last round to wrestle, go to the Queues tab and hover over the bout numbers to see info. for the bout. If it is the last one for the weight class you know after that one finishes wrestling, you can "release" the weight class for the next session.

Also, if you are unsure what round a bout number corresponds to you can go to the dashboard tab and hover over the bout number and it will tell you the round description.

Additionally, in the Queues tab, if you hover over the mats numbers loaded with bouts (top right of screen) it shows you details for all the bouts currently loaded on that mat.

Make mat adjustments as needed

If there is a yellow medical, note that in the wrestler's profile in "comments" (yellow medical needs Dr. release to continue to wrestle.) Remove when you get the green sheet. On Dashboard, drag and drop wrestlers next bout number to the MED HOLD que until green card clears the wrestler or re card removes them from the tournament.

Team Coach Yellow or Red Card
Go "Data Management" tab, click on "Teams" in left column, find the team, click on it to open and add comment.

Finals (May be different per tournament LV vs. Fargo)
    Before Finals
Change bout numbers in the finals to weight classes
        Setup > Brackets > Select weight class > click on Finals bout number and change to weight class
Need to print 2 sets of bout sheets for all final matches
        Dashboard > Select Division > Select Round > Print Bout Sheets (Green Button)
        Print Parade of Champions Report (list of finalists) for Announcer –
        *can export to excel but need to make sure weights are sorted correctly

Load mats for Finals - Set up > Assignments > Change assignment depth of mats to 20 and load mats – 1st to mat 1, 3rd to mat 3……

After weight class is complete print the Placers report for the Announcer

Find the wrestler with the most number of falls in the least amount of time
        Reports > Pins Report > click total time once > click # of pins twice
And the Out Standing Wrestler

Printing for Awards and Award Presentations

*State separation criteria needs to be removed from brackets before the final brackets are printed.

Ensure FLO has set up Awards Brackets in all tournaments – USA Staff needs to approve title, layout, graphics…

Print a list of total wrestlers/weight class > set up > weights > click on division > ctrl+P > use that information to determine how much paper you will need and keep track of how much is still in the printer > the list will also help you choose the correct bracket and paper size while printing

Watch the Announcer screen to see the progression of matches so you know when a weight class is ready to print.

Click refresh if needed to verify brackets are complete > each match/round will turn green when printing is ready.

All-American Copies

Double check the paper drawer is full before session starts 11X17

Do test print before each session

Print Manager > verify AA is selected for bracket type > select the weight class you want

print (note: ensure only one weight class is selected) > Click Print Award Bracket > Bracket opens in new window > verify bracket is complete > Click Print button (or ctrl-P) > select copy machine (printer) > go to Properties > document size 11X17 (might also be tabloid) >input tray – auto Tray select > portrait orientation > (Note: do this for the first couple of brackets to ensure settings are the same > change to 7 copies > click ok

Champion Chart

Roll paper for large champion brackets is 100 feet long = 1200 inches

32-Man and below is 24X24

64-Man is 24X36

128- Man is 24X48

Set-up custom paper size for each type of bracket (32,64,128)

32-Man and under dimensions 23.73 by 24

64-Man dimensions 23.73X 36

128-Man dimensions 23.73X48

Margins – All 0.25

Print Manager > AA for All American copies 11X17, margins all 0.25 > set default printer and settings > print list of weight classes and # of wrestlers (so that you know the bracket type) > verify correct bracket is selected in the drop-down at the top > select the weight class you want to print (Note: make sure only one is selected) > click Print Award Bracket > Bracket opens in a new window (should fill page with no gray border and verify correct weight class is on the bracket) > verify bracket is complete (easiest way is checking AA box to see if all lines have a name on it) > click print button (or ctrl+P) > click on print using system dialog (or get into printer settings) > select/verify printer is HP Designjet T120 > select paper size > orientation – portrait > click layout – select paper/quality > quality options drop-down choose custom ; quality = fast > click print > catch bracket to ensure no smudging > lay print side up on table to dry (be careful not to touch printed portion of bracket   **HOORAY YOU ARE DONE!!!!**

Best Two of Three tournaments (ie World Team Trials)

While setting up your brackets – Select the Brackets > Options > Show More

Be sure 2 out of 3 is selected then select Advance Wrestlers then rename the Phase "Prelims and Placing" – then select Save – note – this creates a new tab and retains Default Phase

Then select Default Phase – rename that 2 of 3 Finals, indicate 1 Pool and Click Save – DO NOT select Advance Wrestlers on this screen

Note the addition of Phases on the Bracket Screen

When this is complete – Number your tournament normally

When your tournament is ready for Finals …..

Navigate to the Pools tab – select your Division and Weight Class > 2 of 3 Finals > Generate Pool and Rename the Pool 2 of 3 Finals

You will also want to rename the Prelims and Placing Pool to "Prelims and Placing" as well

You will need to do this for each Weight Class

Note – your Bracket Screen will look like this when you select the 2 of 3 Finals Phase

When your tournament is ready for finals – you simply drag and drop your wrestlers into their prospective pools folder and it will turn green
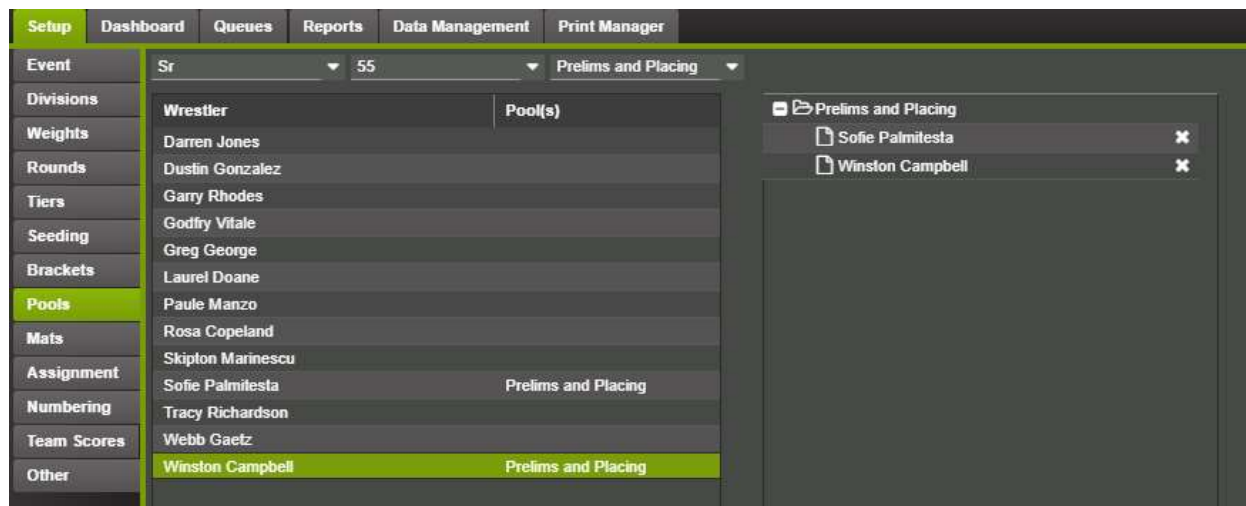
Return to the Bracket tab and Select the 2 of 3 Finals Phase and you will see your pools
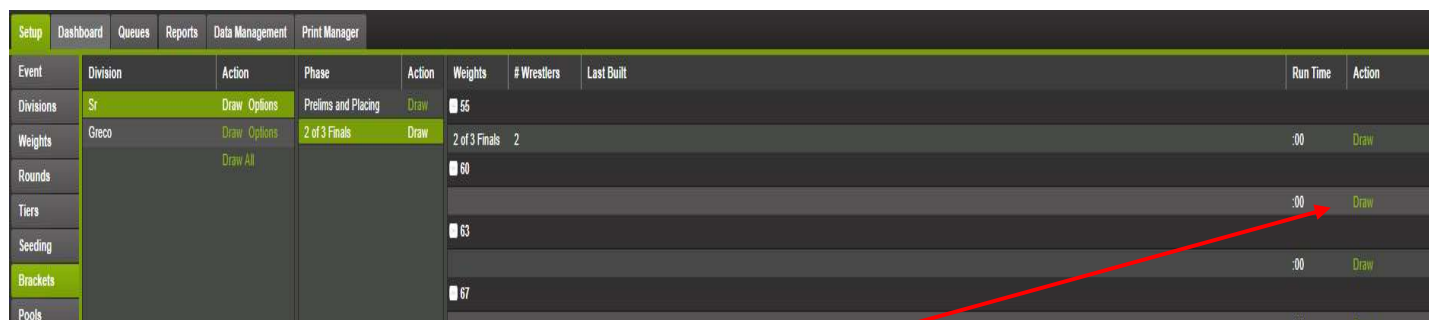
Draw your Pool and you will see your 2 of 3 Bracket

RR Rnd 1

Winston Campbell, Washington

Sofie Palmitesta, Washington

1st

RR Rnd 2

S. Palmitesta

W. Campbell

2nd

RR Rnd 3

W. Campbell

S. Palmitesta
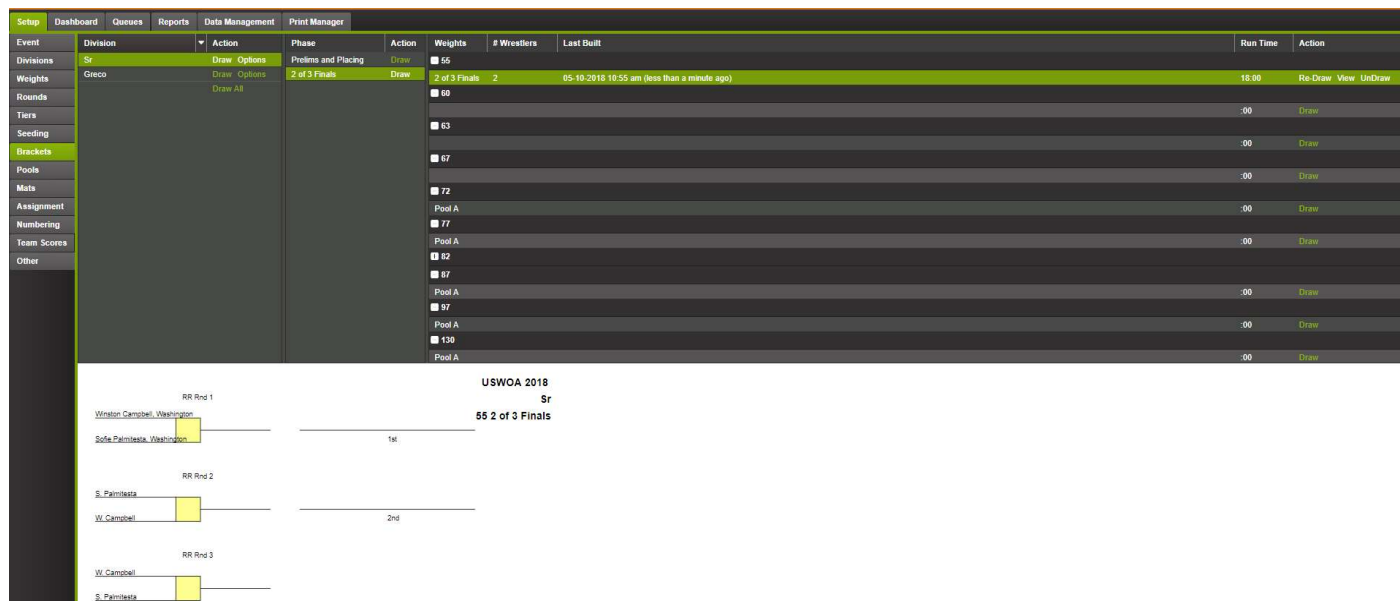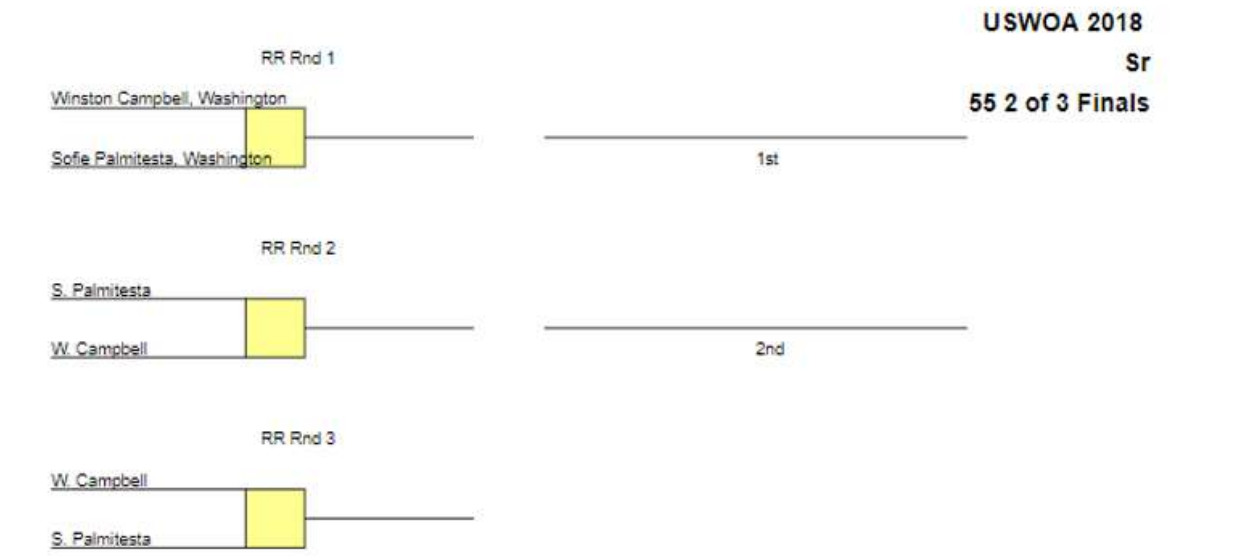
At this point… if you look at your Dashboard – you can see both the Finals and the 2 of 3 Finals Round Robins incomplete

Number your Round Robin Matches so they are in weight class order by selecting your Round Robin Rounds – the weights will populate on their own…

	Start At	Division	Pool	Weight Class	Mat	Queue	Round
✗	1	Sr	Any	Any	Any	Any	Any
✗	1001	Greco	Any	Any	Any	Any	Any
✗	301	Any	Any	55 60	Any	Any	RR Rnd 1 RR Rnd 2 RR Rnd 3
+	Start At	Any	Any	Any	Any	Any	Any

There is no need to enter "scores" into the Finals for each weight class – Arena will show a drop down for 2 of 3 as well as the Prelims and Placing Phase

You may also watch the video to help understand the fan experience in Arena
https://www.flowrestling.org/video/6197780-floarena-demo-34-best-2-of-3-finals

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Print the Cheat Sheet below if you have "memory" issues while running the tournament….

Cheat Sheet

Activity	Main Tab	Details
Times	Divisions	Sprocket - Advanced Division Set up
Mat Depth	Assignment	Queues
Publish	Divisions	Publish
Weigh-ins	Data Management	
Yellow Card	Data Management	Pencil
Mat Assignments	Queues	
Coach Yellow Card	Data Management	Teams - Pencil
Team Scoring	Team Scoring	Scoring Group(s) > Placement Points
Correct Scoring	Dashboard or Bracket	Click on Bout Number

Guidelines for USAW Tournament TSOs

Flo streamed tournaments are run off a server that everything connects to. The video and live scorer are on the same network but the live scorer cables are run separate from the video. The cables start from the Flo switch and are ran to the mat live scorers and display screens through a system of cables and switches.

At all USA Wrestling Flo tournaments USAW brings the server and should be set to the static IP address of 172.16.28.210

Passwords can be made up for each tournament by going into the tournament and go to Data Management and click Users and add the users. See figure below
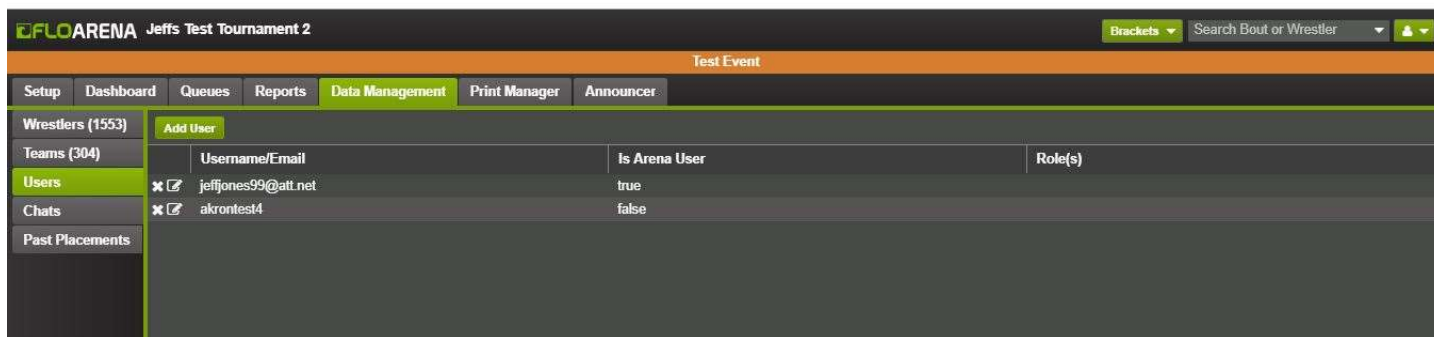
All Head Table Computers should be connected to the server by typing in the browser address window 172.16.28.210:9090. Users should Login to Local Network with user name and password provided.

For Freestyle matches make sure the shot clock is set in Flo. Go to Divisions and click go to the Settings Icon

Make sure Shot Clock is checked and has the correct time

Connecting Live Scorers

After networking all the mat side tables turn the clocks or monitors on first and then connect the live scorer computers. The network cable plugs into the USB ethernet adapters.

When using a clock the clock cable connects to the ethernet port.

When connecting to a monitor connect with a HDMI cable. Before you open live scorer computer must be set to extended screen.

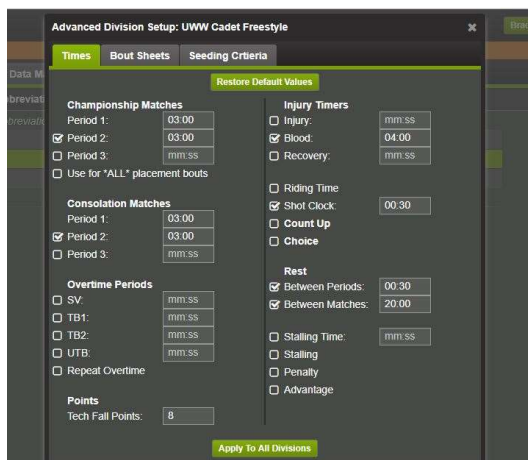You open Live Scorer by clicking the Live Scorer icon in upper left of the Desktop. The computer will find the server automatically. After starting Live Scorer a box will come up pick your correct tournament and mat and click Start Scoring.

To learn how to score matches on the live scorer please watch the video links below

Make sure to instruct table workers to click refresh on the match list screen before starting their first match

Freestyle Scoring at Mat from Kap

https://www.flowrestling.org/video/6219422-floarena-kap-demo-scoring-freestlye

Scoring Greco

https://www.flowrestling.org/video/5754016-floarena-demo-32---scoring-greco-roman

To turn off Live Scorers press ESC and click red X

Setting up the Bout Board

Connect bout board computer to the network and type in 172.16.28.210:9090/bb/app.html in the browser address window and it will open

To make adjustments press on your keyboard –(Shift -O). A Bout Board Admin Panel will come up as seen below

From there you can also go to Field and Filter Screens as shown below

Bout / Mat Board Admin Panel

Appearance **Fields** Filters

Abbreviate First Name

| Yes | ▾ |

Show Team

| Yes | ▾ |

Abbreviate Team Name

| No | ▾ |

[Save Change] [Save Changes and Close] [Close]

Bout / Mat Board Admin Panel

Appearance Fields **Filters**

Show By

| Mat | ▾ |

Bout Depth

| 3 | ▾ |

Show All Mats: ☑

[Save Change] [Save Changes and Close] [Close]

Sample of Bout Board Screen

BOUT	MAT	CLASS	COMPETITORS			FLOWRESTLING Powered by FloSports
1475	17	55 kg	B. Crowder Christians...	V.	S. Donlan Indiana Pride	
1476	18	55 kg	J. Cruz Darkhorse	V.	L. Spencer Wave Wres...	
1477	19	55 kg	K. Richardson Delche...	V.	A. Chambal Davison ...	
1479	15	55 kg	T. Frezza Team Poeta	V.	J. Sullivan Iawc	
1480	15	55 kg	K. Butler Shamrock	V.	T. Crawford Greater H...	

Troubleshooting

After power goes out on a clock you would need to send a signal to a clock from live scorer to refresh the info on the clock. The easiest way is open and close the injury time

When you walk up to a Live Scorer computer and it says Wrestler 1 one side and Wrestler 2 on the other double click on the Bout Number Box and it will go back to the match selection box and select the correct match.

Quick Glance Sheet

Flo Server IP address for all streamed tournaments

172.16.28.210

Browser address to connect a head table computer

172.16.28.210:9090

Browser address to connect Bout Board

172.16.28.210:9090/bb/app.html

How to connect Mat side scoring computer in Flo

Connect Network cable to USB adaptor

Clock connects to Ethernet port on computer

After connected double click on Live Scorer Button in upper left of desktop

VIN	Injury
VFO	Default
VFA	Fall
VSU	Technical Superiority
VSU1	Technical Superiority
VPO	Points (Loser has no
VPO1	Points (Loser has po
DSQ	Disqualification
VCA	Victory By Cautions
2DSQ	Double DQ
BYE	Bye
NC	No Contest

SAMPLE OF VICTORIES

Freestyle Scoring at Mat from Kap

https://www.flowrestling.org/video/6219422-floarena-kap-demo-scoring-freestlye

Scoring Greco

https://www.flowrestling.org/video/5754016-floarena-demo-32---scoring-greco-roman

Bulk Import

https://www.flowrestling.org/video/5754015-floarena-demo-5---bulk-import-wrestlers

Bout Board

https://www.flowrestling.org/video/5754008-floarena-demo-24---bout-board

Queues Screen

https://www.flowrestling.org/video/5754000-floarena-demo-19---queues-screen

2 out of 3

https://www.flowrestling.org/video/6197780-floarena-demo-34-best-2-of-3-finals

Seeding

https://www.flowrestling.org/video/5754020-floarena-demo-9---seeding

Divisions

https://www.flowrestling.org/video/5754021-floarena-demo-6---divisions

Round Names

https://www.flowrestling.org/video/5754017-floarena-demo-8---round-names

Bracket Building

https://www.flowrestling.org/video/5753997-floarena-demo-10---bracket-building

Adding Mats

https://www.flowrestling.org/video/5753994-floarena-demo-11---mat-creation

Assigning and Numbering by Sessions

https://www.flowrestling.org/video/5753995-floarena-demo-12---assigning-and-numbering-by-sessions

Editing a Bout

https://www.flowrestling.org/video/5754005-floarena-demo-20---editing-a-bout

Edit a Wrestler

https://www.flowrestling.org/video/5754007-floarena-demo-21---edit-a-wrestler

Print Manager

https://www.flowrestling.org/video/5754006-floarena-demo-22---print-manager

Logging in from other computers

https://www.flowrestling.org/video/5754009-floarena-demo-27---logging-in-from-other-computers

By – LeeAnn Johnson with team collaboration
Please email me any updates or additions you may want to see on this document. It is always a work in progress. Most updated version will be posted on the USWOA website.

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