

TOURNAMENT SCHEDULE INSPECTION UTILITY - REFERENCE MANUAL

Change Log:

- 23-Jun-2013: Initial Publication
- 02-Feb-2014: Added information for running on schedules for Provincials due to their different format
- 15-Oct-2014: Expanded information on proper use of division names.
- 15-Oct-2014: Added information about optional ice list file
- 21-Aug-2015: "Type" column is mandatory for 2015-16. Expanded description of game types.
- 24-Aug-2015: Added note about handling of divisions with sub-pools in the round robin.
- 19-Oct-2015: Added Support contact and Table of Contents

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SUPPORT

For any issues with this utility including unexpected behavior, suspected bugs, questions or suggestions, please contact Fred Black at fredblack@ieee.org

OVERVIEW

The idea for the Tournament Schedule Inspection Utility arose during a session in October of 2008 where several volunteers were inspecting a draft of the schedule for that year's Nepean Tournament, looking for potential problems. Done manually (even using a spreadsheet), the task was found to be tedious, time consuming and error-prone. It was also noted that most of the required checks are simple to describe, making them good candidates for automation. The first version of the inspection utility was written in the Fall of 2009 and used to assist the scheduling process of that year's Nepean tournament. Since then, the program has evolved and migrated to a web site, making it more accessible.

The program reads a tournament schedule (in table form saved as a Comma Separated Value file), and both searches for and reports any potential problems and summarizes the games found in ways that may be helpful as "sanity checks". The potential problems screened for include:

- Insufficient time between games for each team
- Games overlapping (fully or partially) on the same rink
- Duplicate games (same 2 teams)
- Games with an unusually early start time
- Unusually late games

The "sanity check" summaries include:

- A list of the number of games (and the home/away split) for each team, sorted by division
- Count of the number of games found for each division
- Count of the number of games on each ice surface for each day

The program can be quite helpful for tournament schedulers, particularly for large tournaments or in the later stages of schedule development. It can also save considerable amounts of time when verifying a completed schedule, or if last-minute schedule tweaks are found to be necessary.

INPUT REQUIREMENTS

The schedule to be inspected must be formatted as a single table containing all games for the tournament. It must have a row of column headings followed by one row for each game and include at least the following columns:

- "Division"
- "Date" - preferred format: "16-Nov-15"
- "Time" or "Start" - preferred format: "18:30" – 24hr
- "Type" - used to identify semi-finals and finals. Required for 2015-16 and beyond
- "Arena", "Rink" or "Pad"
- "Visitor", "Visiting Team" or "Away"
- "Home" or "Home Team"

Additional columns can be added anywhere in the table if desired. The only restriction is that the headings of such columns cannot be any of the listed keywords. The games in the table can be listed in any order that is convenient.

An example of the first few rows of a suitable schedule is:

	A	B	C	D	E	F	G	H	I	J
1	Example Schedule - 90 to 100 Game Tournament									
2	Date	Game	Arena	Time	Division	Type	Home	Score	Visitor	Score
3	11-Jan-12	1	Pad 1	2:00 PM	U12 Petite Provincial	RR	Mitchell (Reidy)		Sudbury (Hirsimaki)	
4	11-Jan-12	2	Pad 1	3:00 PM	U12 Petite Provincial	RR	Guelph (Mezenberg)		Niagara Falls (Reilly)	
5	11-Jan-12	3	Pad 1	4:00 PM	U14 Tween B	RR	Etobicoke (Wilson)		Mississauga (Woods)	
6	11-Jan-12	4	Pad 1	5:00 PM	U14 Tween B	RR	Hamilton (Robinson)		Nepean (Murphy)	
7	11-Jan-12	5	Pad 1	6:00 PM	U14 Tween B	RR	Burlington (Richard)		Caledonia (Smith)	
8	11-Jan-12	6	Pad 1	7:00 PM	18+ Open A	RR	Ajax (Abel)		Western University	
9	11-Jan-12	7	Pad 1	8:00 PM	18+ Open A	RR	Ajax (Rankine)		Mississauga (Keyes)	
10	11-Jan-12	8	Pad 1	9:00 PM	18+ Open A	RR	Mississauga (Mazzorato)		Hamilton (Levely)	
11	11-Jan-12	9	Pad 2	2:30 PM	U16 Junior B	RR	Burlington (Witterick)		Hamilton (Forrest)	
12	11-Jan-12	10	Pad 2	3:30 PM	U16 Junior B	RR	Newmarket (Brooks)		Richmond Hill (Booth)	
13	11-Jan-12	11	Pad 2	4:30 PM	U16 Junior A	RR	Valley East (Delarosbil)		Burlington (Watson)	
14	11-Jan-12	12	Pad 2	5:30 PM	U12 Petite B	RR	Burlington (O'Brien)		Hamilton (Tinker)	
15	11-Jan-12	13	Pad 3	9:00 AM	U12 Petite Provincial	RR	Mitchell (Reidy)		Niagara Falls (Reilly)	
16	11-Jan-12	14	Pad 3	10:00 AM	U12 Petite Provincial	RR	Burlington (Fournier)		Guelph (Mezenberg)	
17	11-Jan-12	15	Pad 3	11:00 AM	U16 Junior B	RR	Newmarket (Brooks)		St.Catharines (Hicks)	

Title Row:

A row consisting of the column titles is required before/above the first game. Additional title rows at the top of the spreadsheet are permitted, provided that the recognized keywords are avoided. Please avoid repeating the title or column headings rows in the middle of the table.

Game Type Column:

Starting with the 2015-2016 season, the "Type" column is mandatory and is used for indicating Finals, Semi Finals, Cross Over and Ranking Games. This allows the utility to differentiate between Finals, Semi Finals and Cross Over games, allowing spacing rules to be checked between such games. Without this column, the utility can only differentiate between normal round robin games and those games where one or both teams are not known in advance. As such, it could not recognize the difference between a Final and a Semi Final and cannot check for spacing between them.

The usage of the "Type" column is as follows:

Type of Game	Value in "Type" column	Notes
Final:	"Final"	Indicates a division "Final" game. Must be after all other games in the division, except for Bronze medal and consolation games where those are used.
Semi Final:	"Semi"	Indicates a division "Semi-Final" game (where used). Must be played after all RR and cross over games (if any) in the division, and before the Final
Cross Over:	"Xover"	Round Robin game where the teams involved are determined from the results of earlier games in the event and involve teams from two separate sub-pools. Must be played after all "RR" games in the division and before any Semis or the Final in the division.
Split Round Robin	"SRR"	Round Robin game where the teams involved are determined from the results of earlier games in the event but where both teams come from the same pool. Must be played after all "RR" games in the division and before any Semis or the Final in the division.
Round Robin:	"RR"	Game where the specific teams are known in advance of the event. Other values may be used in place of "RR" to indicate other pertinent information such as games on "Zamboni Time", however a blank field is no longer permitted.
AA Ranking Game:	"Ranking"	Used to indicate an AA game used for Provincial ranking. Treated the same as "RR" for all checks.

Ranking games will be treated as round robin games for all checks. The "Type" column may also be used for other notes such as games on "Zamboni time" or numbered notes. Anything other than "Final", "Semi", "Xover" or "SRR" will be treated as a regular round robin game for all spacing, duration and time of day checks.

Cross Over and Split Round Robin games are part of the round robin process and are included in the final round robin results, The must be specifically designated on the schedule as some scheduling dependencies are different than for a regular round robin game (where the teams are known in advance, before the event).

Cautions – Division Names:

It is important to ensure that there is consistency in spelling, spaces and punctuation (if any) for division names. A difference in spelling or any extra spaces before, after or between words of a division name will result in that entry being considered a different division, preventing many of the schedule checks from being correctly applied. The same division name must be used for all games of a division, including Finals, Semi-Finals, Crossover Games etc. The best way to identify such games is to use the "Game Type" column, however the program will attempt to recognize such games based on common labels applied in the team name columns (such as "1st", "2nd", "3rd" etc.) Please note that when used without the "Game Type" column, the program will not be able to differentiate between Finals and Semi Finals (or crossover games). In that case, it will be unable to check spacing between Semi Finals and Finals and may give false messages for too many games in one day.

Cautions – Team Names:

It is important to ensure that there is consistency in spelling, spaces and punctuation (if any) for team names. A difference in spelling or any extra spaces before, after or between words of a team name could result in that entry being considered a different team, preventing some of the schedule checks from being correctly applied.

Cautions – Cross-Over Games Between Separate Pools

At the time of writing, the schedule inspection utility does not have the ability to identify and properly handle multiple related pools in a division. The best available work-around is to add a separate column to identify which sub-pool each game is in but use the exact same division name for all sub-pools, and for Cross-Over/Semi-Final/Final games. This will ensure that appropriate game spacing checks are applied to all games. If separate division names are used for each pool, the utility will treat them as separate divisions, completely independent of each other. In this case, spacing between round robin and Cross-Over/Semi-Final/Final games must be checked manually.

Cautions: Commas

Due to the use of the Comma Separated Value file format, it is absolutely essential that commas **not** be used anywhere in the spreadsheet. The only exception is a “Notes” or “Comments” column, provided that it is to the right of all other columns in the spreadsheet. The reason for this requirement is that commas are used to recognize the different fields of the table and any commas within the table will be incorrectly interpreted as added fields.

File Format:

The schedule spreadsheet must be saved as a comma separated values file. The CSV format is a human-readable plain text format which greatly simplifies the routine that reads in the file. A detailed description of how to export from an Excel spreadsheet to a .CSV files is provided at the end of this document. Examples of suitable schedules can be downloaded from the inspection utility web site at: http://www.erra.ncrrl.on.ca/erra/check_schedule.asp.

Users exporting from a Macintosh computer should select “WINDOWS comma separated (.csv)” as the default .csv will be in a slightly different format which the web site routine cannot properly handle.

INSPECTION UTILITY OPERATION

The schedule inspection utility can be accessed on-line at: http://www.erra.ncrrl.on.ca/erra/check_schedule.asp:



Tournament Schedule Inspection Utility

Please use the form below to submit tournament schedules for scrutiny. The schedule sheet must be saved in "CSV" format. The Ice List is optional but if provided must also be saved in .CSV format.

Tournament:

Submitter:

Email Address:

Schedule File in CSV:

CSV Ice List File (Optional):

Requirements

The schedule must be organized as a single table with a single row of column headings. The following column headings are mandatory. They are not case-sensitive but must be spelled as shown:

- Division
- Date
- Time
- Arena
- "Visitor", "Visiting Team" or "Away"
- "Home" or "Home Team"

The order of the columns is not important. Additional columns are permitted, provided that they each have unique headings which do not conflict with the required headers. Commas are not permitted anywhere in the spreadsheet as this will confuse the routine which reads the file.

The schedule spreadsheet must be saved in "Comma-Separated-Value" format. In MS Excel, select the spreadsheet tab containing the master schedule, then select "File -> Save As", or "Save As", then "Other Formats" and then "CSV (Comman delimited)."

To use the utility, simply fill out the web form and click "Send". The "Tournament", "Submitter" and "Email Address" fields are used for tracking purposes and are mandatory. The schedule CSV file can be selected either by clicking "Browse" or by clicking in the field. Simply navigate to the desired file in the usual Windows fashion. The CSV Ice List file is optional. If supplied, the tournament schedule will be checked against the blocks of ice in the Ice List file and any games that are outside of the available ice blocks (either in part or in whole) will be reported.

Tournament Schedule Inspection Utility

Please use the form below to submit tournament schedules for scrutiny. The schedule sheet must be saved in "CSV" format. The Ice List is optional but if provided must also be saved in .CSV format.

Tournament:

Submitter:

Email Address:

Schedule File in CSV:

CSV Ice List File (Optional):

Click "Send" once the form is complete. Depending on the size of the schedule, it may take several seconds to process. Once processed, the output will appear in your browser window in plain text. This allows the output to

be saved to a plain text file on your computer if desired. If it is necessary to change the submission, simply click the "Back" button on your browser to return to the form, with your entries intact. You can then make any necessary changes to the form, or the local schedule CSV file and re run the utility by pressing "Send". An example of the output is:

```
***** ERRR Tournament Schedule Checker Report *****

Report Generated: 2013-6-23 20:58:31
Tournament:      Example Tournament
Submitted By:    Fred Black
Email:          fredblack@ieee.org
Submitter IP:   174.112.214.9

Limits used:
  Minimum Spacing Between Games: 3 Hours.
  Minimum Spacing Overnight:      12 Hours.
  Maximum Games in one day:       2
  Scheduled Game Duration - Normal Games: 60 Minutes
  Scheduled Game Duration - 20 min AA Games: 75 Minutes

Early/Late Game Time Limits:
  Flag Games starting before: 09:00
  Flag Games starting after:
    U8: 16:00      Petite: 19:00      Belle: 22:00
    U9: 17:00      Tween: 20:00      Open: 22:00
    U10: 18:00     Junior: 21:00

Reading Schedule file "example_schedule.csv".
Schedule file example_schedule.csv read successfully.

Games Found With Team Scheduling Issues
=====

Spacing  U14 TA      West Ferris  30-Nov-12 12:00 Peplinski
Spacing  U14 TA      West Ferris  30-Nov-12 15:50 Brewer
          2.83 hrs

Arena Scheduling Issues - Overlaps
=====

No Arena Overlap Issues Found.
```

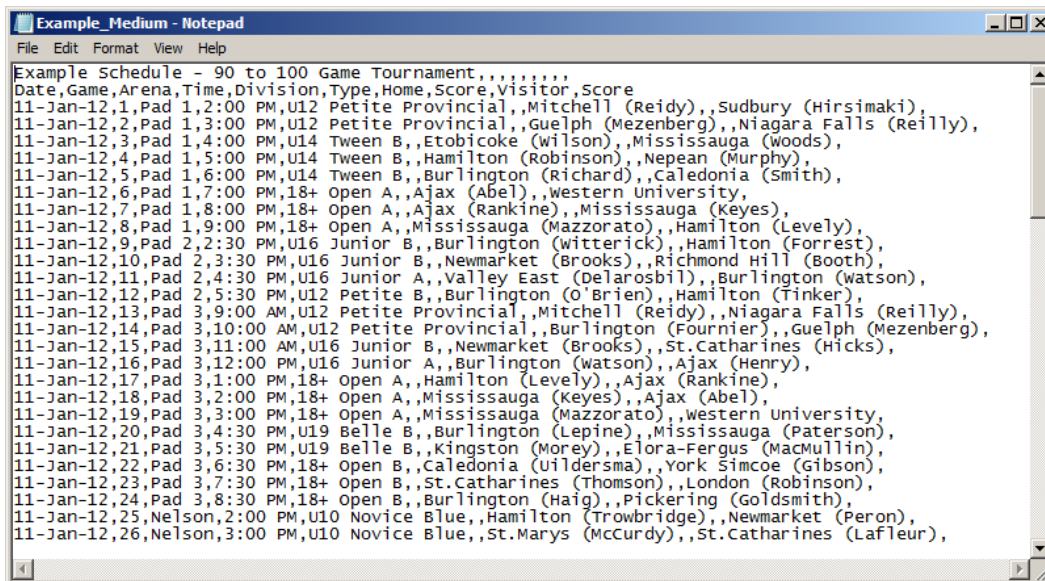
The report is usually several pages in length and can be scrolled through in your browser, or saved as a plain text file for future reference.

DEBUGGING INPUT FILE ERRORS

Although we have tried to make the code of the inspection utility as flexible and accommodating as possible, there will undoubtedly be some files which it is unable to read correctly. This section will provide some suggestions to help identify and correct the problem.

Input Format

The “Comma Separated Value” format used by the inspection utility is a form of plain text file and is human-readable. It can often be helpful to inspect the file with a text editor such as “Notepad”. One thing to note is that each column of the spreadsheet is separated by commas – if some other character is observed instead, this is likely the cause of a failure to read the file. Inspecting the .CSV file with a text editor can also be helpful to locate extra spaces in column labels, team names or division names. An example of a correctly formatted schedule in .CSV format, opened in Windows Notepad is:



```
Example Schedule - 90 to 100 Game Tournament,,,,,,,,,
Date,Game,Arena,Time,Division,Type,Home,Score,Visitor,Score
11-Jan-12,1,Pad 1,2:00 PM,U12 Petite Provincial,,Mitchell (Reidy),,Sudbury (Hirsimaki),
11-Jan-12,2,Pad 1,3:00 PM,U12 Petite Provincial,,Guelph (Mezenberg),,Niagara Falls (Reilly),
11-Jan-12,3,Pad 1,4:00 PM,U14 Tween B,,Etobicoke (Wilson),,Mississauga (Woods),
11-Jan-12,4,Pad 1,5:00 PM,U14 Tween B,,Hamilton (Robinson),,Nepean (Murphy),
11-Jan-12,5,Pad 1,6:00 PM,U14 Tween B,,Burlington (Richard),,Caledonia (Smith),
11-Jan-12,6,Pad 1,7:00 PM,18+ Open A,,Ajax (Abel),,Western University,
11-Jan-12,7,Pad 1,8:00 PM,18+ Open A,,Ajax (Rankine),,Mississauga (Keyes),
11-Jan-12,8,Pad 1,9:00 PM,18+ Open A,,Mississauga (Mazzorato),,Hamilton (Lively),
11-Jan-12,9,Pad 2,2:30 PM,U16 Junior B,,Burlington (Witterick),,Hamilton (Forrest),
11-Jan-12,10,Pad 2,3:30 PM,U16 Junior B,,Newmarket (Brooks),,Richmond Hill (Booth),
11-Jan-12,11,Pad 2,4:30 PM,U16 Junior A,,Valley East (Delarosbil),,Burlington (Watson),
11-Jan-12,12,Pad 2,5:30 PM,U12 Petite B,,Burlington (O'Brien),,Hamilton (Tinker),
11-Jan-12,13,Pad 3,9:00 AM,U12 Petite Provincial,,Mitchell (Reidy),,Niagara Falls (Reilly),
11-Jan-12,14,Pad 3,10:00 AM,U12 Petite Provincial,,Burlington (Fournier),,Guelph (Mezenberg),
11-Jan-12,15,Pad 3,11:00 AM,U16 Junior B,,Newmarket (Brooks),,St.Catharines (Hicks),
11-Jan-12,16,Pad 3,12:00 PM,U16 Junior A,,Burlington (Watson),,Ajax (Henry),
11-Jan-12,17,Pad 3,1:00 PM,18+ Open A,,Hamilton (Lively),,Ajax (Rankine),
11-Jan-12,18,Pad 3,2:00 PM,18+ Open A,,Mississauga (Keyes),,Ajax (Abel),
11-Jan-12,19,Pad 3,3:00 PM,18+ Open A,,Mississauga (Mazzorato),,Western University,
11-Jan-12,20,Pad 3,4:30 PM,U19 Belle B,,Burlington (Lepine),,Mississauga (Paterson),
11-Jan-12,21,Pad 3,5:30 PM,U19 Belle B,,Kingston (Morey),,Elora-Fergus (MacMullin),
11-Jan-12,22,Pad 3,6:30 PM,18+ Open B,,Caledonia (Uildersma),,York Simcoe (Gibson),
11-Jan-12,23,Pad 3,7:30 PM,18+ Open B,,St.Catharines (Thomson),,London (Robinson),
11-Jan-12,24,Pad 3,8:30 PM,18+ Open B,,Burlington (Haig),,Pickering (Goldsmith),
11-Jan-12,25,Nelson,2:00 PM,U10 Novice Blue,,Hamilton (Trowbridge),,Newmarket (Peron),
11-Jan-12,26,Nelson,3:00 PM,U10 Novice Blue,,St.Marys (McCurdy),,St.Catharines (Lafleur),
```

In the above example, the column headers row (which can be another common cause of failures) is the second row of the file.

On occasion, files have been submitted where the character delimiting the columns is something other than a comma (examples would include a semi-colon “;”, a period “.” and probably a few others). This can most easily be recognized using a text editor as described above. Sometimes, a global search and replace in the text editor can correct the file. In many cases, it may be easier to open the file in Excel (either the incorrectly formatted .csv file or the original Excel spreadsheet) and re-save it, making sure to select the correct format. See the Appendix at the end of this document for more detailed instructions on saving files in the correct format.

Incorrect Column Headers

The inspection utility relies on the presence and correct spelling of the column labels in the spreadsheet. If any of these are missing or incorrectly spelled, the utility may not be able to correctly read the input file. In cases where the utility is unable to recognize the column header line, the following error message will be displayed:

```
Reading Schedule file "Example.csv".
****
**** ERROR:  Unable to Find Header Line in "Example.csv".
****       Please Fix and Re-Run.
****
*** End of Report ***
```

In other cases, the utility may be able to recognize the header line, but also find that one or more of the required fields is missing. In such cases, a message such as the following will be displayed

```
Reading Schedule file "Example.csv".
**** ERROR:  "Visitor" (team) not found in column header row.
****
****       Minimum required headers are:
****       "Divison", "Date", "Arena", "Time", "Home" and "Visitor".
****
****       Column headings Found were:
****       "" "div" "date" "visit" "time" "score" "h_team" "arena" "game" "dow" "shot"
****
****       Please correct input file "Example.csv" and try again:
```

In both cases, the header line should be double checked, either using Excel or Notepad (see above).

If the program finds a correct header row, but is unable to find any games (this would most likely occur if there were some sort of formatting problem with the game lines), the following message will be displayed.

```
Reading Schedule file "Example.csv".
**** ERROR:  No Games Found in Schedule File.
****       Contact Fred Black for assistance.
****
*** End of Report ***
```

Should this message be seen, the .csv file should be opened in a text editor ("Notepad") and compared to the above example to see if an obvious cause is apparent. If all else fails, please contact the author for assistance.

INTERPRETATION OF RESULTS

This section is intended to describe the sections and format of the schedule report, and to provide suggestions on how to interpret the information provided. The report sections are:

Report Header

This is the first section of the report and summarizes identifying information and the thresholds used for game spacing, time of day checks etc.

Team Scheduling Issues

This section highlights issues affecting individual teams. The most common situation flagged is games too close together (less than 3 hrs between the scheduled end of one game and the scheduled start of the next game). Spacing violations must normally be fixed but in special circumstances, G&T may be approached for a waiver.

The program will also check for cases where a team plays both a late evening game and an early morning game the following day. The spacing criteria used is 12 hrs. There is no rule regarding overnight spacing, so it is not required that these be fixed, however it is useful to look at each one to determine if it is reasonable, and if it can be fixed as a courtesy to the affected team.

If a team is found to be scheduled for more than 2 games on one day, this will also be flagged. These situations must be fixed, unless scheduling 3 games in one day was done with the consent of the affected team in order to accommodate their needs (the most common example of such a situation would be an adult team with travel limitations on the tournament Friday).

If no team scheduling issues are found, the message "No Team Schedule Issues Found" will be displayed in this section.

Arena Scheduling Issues

This section flags any games that overlap on the same rink (i.e. on game starting before the previous game + flood is scheduled to have completed). If the available ice file is supplied, any games on ice not listed in the ice file will also be flagged.

Early Start Games

This section will list all games with a start time earlier than 09:00 AM. It is expected that most tournaments will have games starting before 09:00 AM but G&T has asked that they be flagged so that the affected teams and start times are highlighted. The reported games should be inspected to make sure that the choice of which games are played early is appropriate (in terms of age, commute for the affected teams etc).

Late Evening Games

This section will list all games with a start time later than an age-specific threshold. Again, it is expected that many tournaments will have such games. The listed games should be reviewed to ensure that the

games are reasonable and that there are no extreme examples such as one of the younger divisions playing a late evening game.

Teams Found

This is one of the most important sections of the report as it provides an opportunity to detect missing games and errors that can prevent the inspection utility from correctly performing its checks, particularly for game spacing. The report simply consists of a list of the number of games (total, home and away) for each team, sorted by division pool. It also lists a count of Finals/Semis/Cross over games for that pool.

The suggested approach is to scan this section and compare the number of games for each team against the number of games for all other teams in the division. Normally, all teams in a division / pool are scheduled for the same number of games. If a team is found to have a different number of games than the others in that pool, the following possible causes should be investigated

- A game may be missing from the schedule
- For a large pool, match ups may not have been correctly applied
- The name of one or more teams may be misspelled
- The name of the division/pool for a game may be incorrect
- The name of a division/pool may be misspelled for a subset of games in that division
- In a 3 game round robin pool with an odd number of teams, one team may need to play an extra game.

The inspection utility is particularly sensitive to the exact spelling of team names. Minor differences that would be un-noticeable to a human such as a space before or after the team name, differences in spacing or punctuation (usually seen if there are 2 or more teams from one association in a pool) or capitalization are sufficient that the inspection utility will treat the affected cases as two different teams. In such cases, it is not able to perform the spacing checks on the affected team as it is not aware that the slightly different names are the same team. If any such situations are found, the errors in the schedule should be corrected and the inspection utility re-run before proceeding.

In addition to the total number of games for each team, the number of "home" and "away" games is also listed. In 4 game round robins, there should be 2 of each for each team. In 3 or 5 game round robins, the number of home and away games for a team will obviously differ by one. As home and away swaps can be easily done, it is suggested that these be fixed only after any other, more serious scheduling issues are addressed.

At the end of each group of teams, there is a count of "Finals/Semis" games. This count also includes any cross-over games. This total should be checked against what is expected given the size and format of the division/pool. Please see the discussion under "Semi-Finals, Finals and Cross Over Games" for more detail on the handling of such games, and the limitations that this entails.

Divisions Found

This section simply lists the divisions found in the schedule, and the number of games (including all of round robin, cross over, semi finals and finals) for each. It also includes a grand total for the tournament.

Semi-Finals, Finals and Cross Over Games

This section lists all games which are any of finals, semi-finals or cross over games. Specifically it lists any games where one or both of the opponents will be determined by earlier games in the event. Given that one or both of the opponents are unknown, schedule checks will be applied against all round robin games (involving any teams) in the division or pool. Since the teams involved are not known, this is the only way to ensure that appropriate game spacing is maintained.

A key limitation is that the inspection utility has no way of determining whether the game is a Final, a Semi-Final or a Cross Over game – it can only determine whether it is a round robin game or not. As such, it cannot check spacing between Semi-Final games and Finals, or between Cross-Over games and Finals/Semis. This limitation exists as the program has no way of knowing which games can be played in parallel and which must be sequential. Spacing of such games must be checked manually.

Arenas Found

This section lists the arena/pad name and number of games for each date. It is intended as a sanity check against the supply of ice to help identify any cases where a game may have been scheduled on ice that is not actually available.

Ranking Games Found

This section is simply a summary of all games found which were flagged as “Ranking Games” in the “Type” column. These should normally only be found for “AA” divisions.

ICE LIST FILE

In addition to the tournament schedule, the program also supports the use of an optional ice blocks file. If this file is also specified, tournament games will be checked against the ice blocks file and any games that are on ice not in the ice list will be flagged. The format of the ice list file similar to the schedule file.

	A	B	C	D	E	F	G	H
1	Contract	Day	Date	Arena	Start	End	Hours	Cost
2	631217	Friday	14-Nov-14	Bell	13:00	23:59	10	
3	631217	Saturday	15-Nov-14	Bell	09:00	23:59	14	
4	631217	Friday	14-Nov-14	Goulbourn	19:00	23:00	4	
5	631217	Saturday	15-Nov-14	Goulbourn	10:00	13:00	3	

Mandatory columns are:

- Date (same format as for the games schedule, dd-mmm-yy recommended)
- Arena (must be exactly the same name as in the schedule)
- Start (beginning of the ice block, recommend 24 hr time hh:mm)
- End (end of the ice block, recommend 24 hr time hh:mm)

Optional columns are:

- Contract: Can be used for identifying the source of the ice
- Day: Can be used to list the day of week for the convenience of whoever is maintaining the file
- Hours: Length of ice block – not used by the program
- Cost: Cost of the ice – not used by the program

None of the optional columns are required, and none are used by the program. They are permitted as this information was extracted from ice rental contracts and was helpful in the financial management of the Nepean tournament during the original development of this program. The only requirement on the optional columns is that if they are present, no commas are allowed in any of the fields.

Similar to the schedule spreadsheet, the ice list file must be saved in “Comma Separated Value” or “CSV” format.

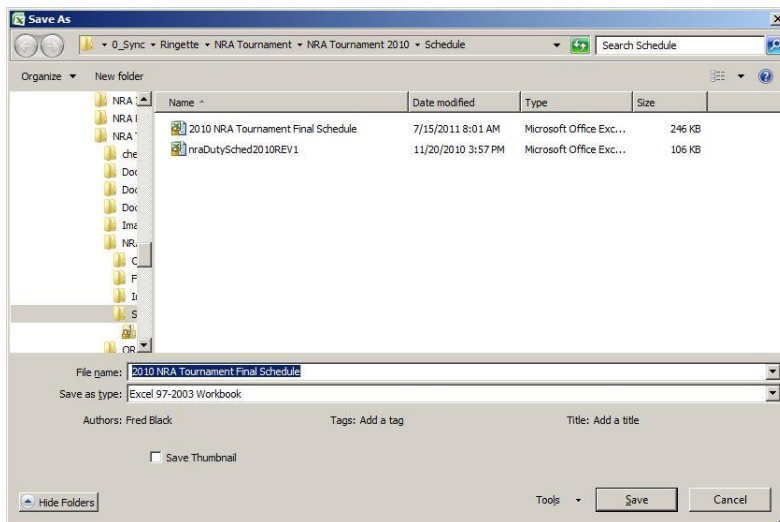
APPENDIX: PREPARATION OF A CSV FILE FROM AN EXCEL SPREADSHEET

The following instructions assume that the master tournament schedule is captured as a single table in an Excel spreadsheet. The order of games in the schedule is not important for the inspection utility. If desired, the use of Excel formulas in the table should not cause any difficulties.

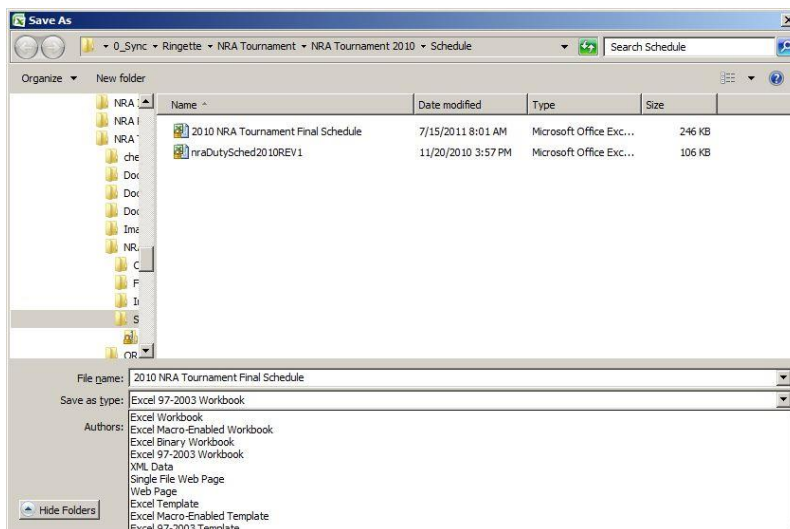
Prior to exporting the schedule table to a Comma Separated Values file, it is important to ensure that any edits to the spreadsheet have first been saved in the normal Excel format. This is to avoid data loss. Once the spreadsheet has been saved normally, open the “Save As” dialog box

- In Excel 2007 or 2010, click on the round button at the top-left and click on “Save As” with the floppy disk icon. You can also hover over the little arrow on “Save As” and it will present more choices – from the list on the right, pick “Other Formats”.
- In Excel 2003 (and probably the older versions), click on “File” and then “Save As”.

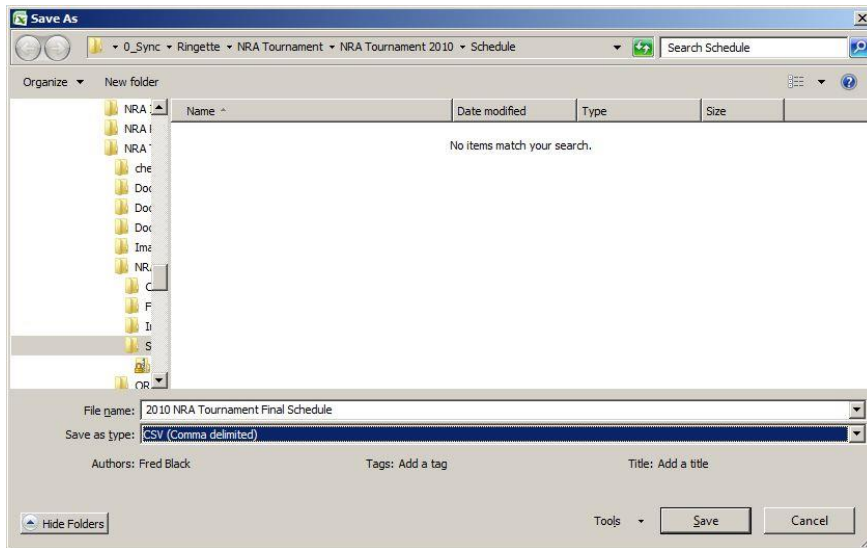
At this point, a pop up form which looks something like this should appear:



In older versions of Excel, the form may look cosmetically different, but the key parts should be recognizable. Note the “File Name” and “Save as type” lines. You can change the file name as desired. If you click on the “Save as type” box, you will get a list of file types:



Look for and select “CSV (comma delimited). On the author’s version of excel, it’s the 15’t h one on the list and a little further down than what is shown in the image above. Once selected, it should look like:

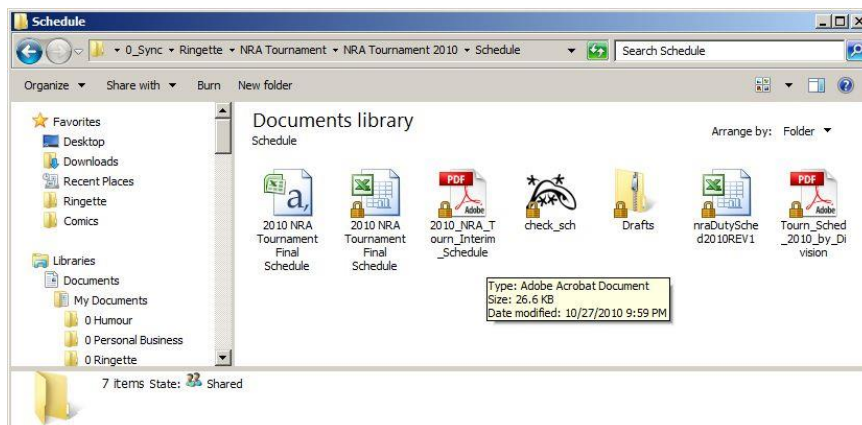


Please note that if using a Macintosh computer, you should select “WINDOWS comma separated (.csv)” as the default .csv will be in a slightly different format which the web site routine cannot properly handle.

Click on “Save”. You will get two pop up warnings: The first is a reminder that saving in CSV only saves the current tab, and skips the others – click “Yes” or “OK”, and the second is a warning that the CSV format won’t include formatting – also click on “Yes” or “OK” and you have your file.

When you then exit Excel, it will ask if you want to save changes to your file. In this one particular case, I always say “NO”. Obviously, if you have been making changes to the excel spreadsheet, save it in the regular format before going through this export procedure!

The CSV file will have a slightly different icon. In the example below, the “CSV” file is the one on the left under “Documents Library”, and the original excel spreadsheet is the one immediately to the right of the CSV file.



If desired, the CSV file can be opened in Excel by double-clicking on it. It should look like the original spreadsheet but without any colours, borders, adjusted column widths etc.

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