THE MALAYSIAN CHESS FEDERATION (MCF)
Persekutuan Catur Malaysia

SWISS MANAGER SEMINAR
@ MCF Office, Seri Kembangan

Beginner Class
29th September 2024

Master Class
6th October 2024

Introduction

Have you ever wondered how the pairings are done, how the players are paired and how the system allocate the colours?

Or how to upload the Swiss Manager file onto the website? And how do I link the tournaments together?

Do you know how to generate the winners of the Ladies category? Or the Junior category? And how to upload Rating List, or import players list? And how to split events with a single button? Or where to print the FA/IA reports and players norms?

All the above questions will be answered when you attend MCF Swiss Manager Beginner and Master Classes.

Come and Join Us Because…… **KNOWLEDGE IS POWER**!

BEGINNER CLASS

Sunday, 29th September 2024

9:00am to 5:00pm

Content

- The Beginner Class will explain the rules, concept and methodology on how to perform the pairing manually without the aid of the program. By understanding how the pairing is done, only then you will be able to answer questions like:
  - Why am I playing 2 black pieces in a row?
  - Why am I playing A and not B?
  - Why am I playing the higher/lower pointer player?

- Participants will also learn how to set up different events using Swiss Manager program, key in event and players details, set up tournament systems, including editing and amending information as and when necessary. Participant will also be able to understand the common tie breaks used for tournaments, the definition of each tie breaks used, and how to amend the tie breaks to suit your tournament.

- Additional topics will also includes downloading and uploading FIDE and National Rating list, printing results and event details, and changing the details required in the printing including submission for FIDE Rating and National Rating purposes.

Learning Objectives

- Define the processes on how the system makes the pairing
- Address and respond correctly to questions about the pairing
- Start and manage a tournament using Swiss Manager program
- Upload rating list and players list
- Generate/Print players list, standings, rankings, and reports
- Identify and recognize the different tie breaks used in tournaments
- Explain how tie breaks are calculated

Schedule

MORNING SESSION

9:00am   Introduction:
           1. Getting to Know Everyone
           2. Course Outline
           3. Learning Outcomes

9:30am   Understanding Roles and
           Responsibility of an Arbiter

10:00am Swiss Pairing Rules and Regulations
           1. The General Rules
           2. How to Pair Players?
           3. Why the Color Change?
           4. How to explain to parents/players?
           5. Point Grouping and Floaters

10:45am BREAK

11:00am Let's Practice Manual Pairing

12:30pm Discussion Session

1:00pm   LUNCH

AFTERNOON SESSION

2:00pm   Let's Use Swiss Manager
           1. Event Format
           2. Creating Tournaments
           3. Entering/Editing
           4. Computer Pairing
           5. Importing/Exporting Files

3:00pm   Tie Break
           1. Definition of Common Tie Break
           2. Recommended Tie Break
           3. Calculating Tie Break

3:30pm   BREAK

3:45pm   Printing and Defining List
           1. Define what needs to be printed
           2. Font size/type
           3. Print Preview

4:30pm   Discussion Session

5:00pm   ENDS

MASTER CLASS

Sunday, 6ᵗʰ October 2024
9:00am to 5:00pm

Content

- The Master Class will go beyond individual tournament, including explaining and detailing the lesser used features of Swiss Manager. This includes steps to manage and start a Team event, uploading team and player's data, and arranging board orders.

- The Master Class also will teach participants how to manage the information that is published in www.chess-results.com website, and how to group tournaments together with a link.

- Participants will also know how to do force pairing, prohibit pairing or to fix board (for OKU players). Participants will also learn how to upload players list (not necessary FIDE Rating List or National Rating List), separate the winners and generate best board prizes for team events

- Finally, participants will also learn how to produce reports especially for Arbiters who want to apply for FA/IA title, and for players who want to earn their norms.

Learning Objectives

- Manage force pair, prohibition pairing and players exclusion
- Upload players bulk listing including splitting tournaments
- Generate/Print winners list by gender, age groups and other groups
- Start and manage a Team tournament, upload team listing, board order, and match cards
- Manipulate, add and amend listings on www.chess-results.com
- Produced reports by Swiss Manager for IA/FA and players' norms

Schedule

MORNING SESSION

9:00am   Introduction:
        1. Getting to Know Everyone
        2. Course Outline
        3. Learning Outcomes

9:15am   Swiss Manager Program – Beyond Pairing
        1. Force/Manual Pairing
        2. Exclude/Prohibit Pairing
        3. Fix Board/Manipulate Pairing

10:00am BREAK
10:15am Managing/Changing Players List
11:00am Special Feature
        1. Bulk Upload/Split Tournament
        2. FIDE ID/MCF ID
        3. Category/Gender winners

12:00pm Discussion Session
1:00pm   LUNCH

AFTERNOON SESSION

2:00pm   Setting Up Team Tournament
        1. Data export/Team Data
        2. Convert TXT file to Excel file for import
        3. Match Card (Protocol)
        4. Board Order Pairing

2:30pm   www.chess-results.com
        1. Uploading to/Downloading from website
        2. Manipulating reports on website
        3. Deleting/Changing reports
        4. Combine Tournaments

3:30pm   BREAK
3:45pm   Applying for FA/IA Titles
        1. Generating Reports for FIDE

4:30pm   Discussion Session
5:00pm   ENDS

Overview

DATES	**Beginner Class**	**29th Sep 2024 (Sunday)**
	Master Class	**6th Oct 2024 (Sunday)**
TIME	9:00am – 5:00pm	
VENUE	MCF Office 1st Floor, Unit 10-1, Jalan Putra Permai 1B Taman Equine, 43300 Seri Kembangan, Selangor	
FEES	RM120 per class / RM180 for both classes	
CONDITION	Beginner Class (Open for all). To attend the Master Class, you must be an FA/IA or have attended the Beginner Class.	
CLOSING DATE	27th September 2024 (For Beginner Class) 5th October 2024 (For Master Class)	
REGISTRATION	https://forms.gle/5wZttuJ4GRk5h4ke7	
PAYMENT TO	PERSEKUTUAN CATUR MALAYSIA CIMB – 8000649725	
INQUIRIES	FA Wong Qi Hao at +6012.848.8400 office@malaysiachess.org	

NOTE: All participants will receive a Certificate of Participation at the conclusion of each class