

## ECF LMS - A captain's guide for the Online Counties Championships

### **Information**

The LMS home page is updated regularly as the competition progresses. It is also the place for matchday messages to players. These will be posted at the top of the page.

### **Fixtures**

You can find your county's fixtures by selecting the "Fixtures" tab from the Competition's home page. Use the filter drop downs from the banner "Club" and then "County name".

You can find fixtures for a team by selecting the relevant "Event" on the left hand side of the Competition home page.

### **Match score**

During a match, the latest score (as known to the assigned match arbiter) will appear in the fixtures list in the "Result" column for your particular fixture(s).

During play, if the score in the Result column is clicked:

- a) Players will be taken to the "View" screen for the match which shows the match card with results per board
- b) Captains will be taken to the enter match result screen and should then click the "View" tab from the banner. Captains must not enter scores in the match card. This is to ensure that only verified results by the arbiters are displayed live.

### **Chess.com IDs**

A player or captain can find another player's chess.com ID by going to the "View" screen for the match and then clicking on the player's name. The player's profile will open and the chess.com username is shown in red in the chess.com box. This is a hyperlink to the player's chess.com profile page.

### **Display modes**

The Online Counties Championships uses two settings:

- a) Normal – this allows the public to see everything about past and present fixtures. Anything entered by a Captain in this mode can be seen by all, including your team sheet if you enter it using the "Enter Match Results" screen in Normal mode. The hidden team selection screen is not available in this mode.
- b) Admin before match time – this renders the match cards (i.e. the "View" screen for any fixture) invisible to all, captains included, with the exception of the Controller and arbiters, until 1 hour before the set start time for the fixture. Captains cannot see the opposition's team sheet in the "Enter match result" screen.

In this mode, captains can enter their team details in secrecy using the "Team Selection" screen. They remain hidden until the earlier of 1 hour before match time when the "View" screens are activated or the Controller lifts the veil by switching back to Normal mode.

From 1 hour before match start the match cards become visible to all. Players can then see their pairings (and from those pairings their opponent's chess.com username). Captains can also then see the opposing team list.

The Controller can however lift the veil earlier by switching back to Normal mode (for example when all team lists have been entered by the due time – this occurred for the matches on 13<sup>th</sup> June).

### Procedure for County team entry on the LMS

1. **Check that your selected team members and reserves are included in the player list for your County.** This should already be up-to-date but worth checking before you start the team entry process (it will fail if you enter an unlisted player).

From the home page for the County Championships Online organisation, select from the Clubs list on the right hand side your county. From your county page select the "Player List" tab from the banner.

If a player is not listed and that player is listed in the ECF grading database then select "Add existing player [which means existing in the grading list]". Use the search facility to add, making sure you have selected the right player.

If a player is not listed and that player is **not** listed in the ECF grading database then select "Add new player [which means new to the grading list]". You will be taken to a new player profile screen in which you need to complete:

- a) all boxes in the "player details" section
- b) in the "rating details" section you need to add the ECF equivalent of the competition rating in the local rating box and player's chess.com username in the chess.com ID box.
- c) In ECF details enter the player's membership number in the designated box (required for online rating).

2. Ensure that for each such player, their **profile includes their chess.com username** (ID) and for players without an ECF grade and no membership number showing in the from grading list box that you enter the player's membership number in the entered manually box

From the Player's List click on the player's name and their profile will open. Check that the entered chess.com username takes you to that player's profile on chess.com.

3. Consider the **number of boards for your match**, seek any agreement from the opposing Captain and where required (less than 12) the Controller, who will adjust the LMS scorecard as appropriate. This needs to be done before team entry (otherwise you need to repeat the exercise).
4. The Controller will **notify** the Captains that the LMS is now in "Admin before match time mode" and **that team lists can be entered.**
5. **Following receipt** of the notification that the LMS mode has changed and that team lists can be entered; Captains can do so from the fixture list for their county. If a captain does this before notification to do so, the team list will be visible to all.

From the “0 – 0” in the Result column of the fixture line, captains will be taken either to the “Team Selection screen” or to the “Enter Match Result Screen”. If the “Enter Match Result Screen” appears select the tab “Team Selection” from the banner above.

Select your players from the dropdowns from your Player’s List (this is why the list has to be updated first).

When done press “Save Team Selection” at the bottom of the sheet. Your entries will then disappear. They are however saved by the system.

6. Captains must **notify the Controller that their team list has been entered (or when amended)**. The Controller will contact you to either confirm receipt or that there is a problem. This may not be straight away. Details of the match arbiter and other contacts will also be supplied of known.
7. When the submission of all team lists has been notified and the Controller has checked the LMS for receipt and taken copies of the data he will lift the veil (reset the LMS to normal mode) and **notify captains that the match cards are now visible**.
8. **Captains inform their players that pairings** are now available (ahead of the 5:30pm automated lifting of the veil) on the LMS from the fixture for the match by clicking on “0 – 0” in the fixture line. They will be taken to the match card in the “View” screen.
9. Any changes to the Team Lists must be notified to the Controller (agreed changes or substitutions) who will update the LMS and notify the match arbiter.

### **Procedure for pool players in the National Competition – Marauders v All Stars**

Having checked the players are ECF members or supporters, make sure the players have been added to the player list for your county Club for the competition in the LMS (see above) and that their profile lists their chess.com username (ID) and a competition grade supplied by the Controller for ungraded players, which should be entered in the local grade box. If you cannot enter a local grade mention this in your email to the Controller (see below).

Notify the Controller in a stand-alone email **headed Pool Match** in the subject bar. This will allow the Controller to search for all relevant emails easily.

Include **name, chess.com username** (check this carefully) and **grade** (or **competition rating/grade**). Include a **membership number** of the player is not shown as a member in the ECF grading list.

Do not include any other subject matter in the email as it will not be read until the Controller processes entries for the Pool Match.

The Controller will enter pairings on the LMS and email these to captains. The match arbiter will enter results.

*16<sup>th</sup> June 2020*