<u>ECF LMS - A captain's guide for the Online Counties Championships</u>

Information

You can find the County Championships Online LMS home page from the home page of the LMS by selecting the competition from the list of Organisations.

The competition's LMS home page is updated regularly as it progresses. It is also the place for matchday messages to players (alongside the ECF counties club on chess.com). These will be posted at the top of the page.   Details of match arbiters will be posted there.

The remainder of this document assumes that you are within the competition "Organisation".

LMS home page for County Championships Online

Either side of the text display there are two menus. "Events" and "Clubs".

Events will host the qualifiers and finals for each of the Championships and the National for players who wish to play a rated game under competition conditions but are not selected for a particular match for their team. Click on the "event" to find the interactive matchcards.

Click under your county name in the Clubs listing to go to your LMS page for your county. From here you can also view fixtures and register players. Where a county has two teams in the same Championship, they will share the same player list for the county.

Fixtures

You can find your county's fixtures by selecting the "Fixtures" tab from the Competition's home page. Use the filter dropdowns from the banner "Club" and then "County name". Look for the date of the fixture required.   Fixtures will only be posted once pairings have been made.

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

Fixtures are also accessible from your Club page by selecting "Fixtures" from the second row of tabs.

Procedure for registering players on the LMS

1. **LMS log-in.** If you do not have an LMS account (your LMS username applies to all competitions on the LMS) please request one from the Controller.

2. **View your player list.** Go to your Club page. Log-in to the LMS, go to the Competition's home page and then select your County from the list of Clubs on the right hand side. Select "Player List" from the banner of red tabs to see your existing set of players. The ratings given in this page are over-the-board standard ratings. Competition ratings will not be displayed here. The matchcards will display the ECF online standard rating or overriding competition rating and in brackets ECF over-the-board standard rating.

3. **Players in the over-the-board ECF rating list (rated and unrated)** i.e. with an ECF rating code. Select "Add Existing" Player from the banner of red tabs. Existing means existing in the ECF OTB rating system. Use the search box to find a list of entries matching your player search and then select the correct player to add that player to your list of players. The LMS will tell you if a player is already in your player list.

   Check that the player's profile is up-to-date. Click on the player's name in the player list to go to the player's profile page:
   a) is the chess.com username is displayed and that it is the correct name (click on the username to check that it opens the player's chess.com profile page and the account is live)
   b) use the edit tab selection to update the profile page
   c) if a player does not have a published ECF online standard rating in the May list then use the edit tab selection to enter the applicable competition rating in the Local Rating box following the hierarchy of published ratings set out in the rules.
   d) if no ECF membership number is listed use the edit tab selection to add the ME reference.

4. **Players unknown to the ECF rating list** (i.e. no ECF rating code or no rated results). Unknown means unknown to the ECF OTB rating system. You will need the player's ECF membership number (ME12345), chess.com username and optional date of birth to hand.   Select "Add New Player" from the banner of red tabs on your Club page. You will be taken to a new player profile screen in which you need to complete:
   a. all boxes in the "player details" section (dob optional)
   b. in the "rating details" section you need to add the competition rating in the local rating box following the hierarchy of published ratings set out in the rules (in most cases this will either be the ECF online standard rating or the Controller's estimate) and also the 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).

You must also notify the Controller as soon as you have created a new LMS player profile.

Chess.com IDs

A player or captain can find another player's chess.com ID by going to the "View" screen for the match. The player's real name is hyperlinked to their LMS profile page (where usernames are hyperlinked to their chess.com profile page) and their username is hyperlinked to the player's chess.com profile page.

Display modes

The matchcards will not be visible until 1 hour before match start and will automatically be revealed at that time.

Prior to this time, captain's can only view their own team entry though the home and away team selection options that are only accessible to registered captains/organisers for a county.

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 matchcard unless requested to do so by the Controller (usually where there is not an assigned match arbiter). This is to ensure that only verified results by the arbiters are displayed live.

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). After the first round you will need to ask the Controller to add new players that are not known to the ECF rating system. Other new players (known to the rating system) should be entered following the procedure for player registration.

2. 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).

3. Once the pairings have been published in the LMS, you can then enter your team for the given fixture. 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 "Home Team Selection" or "Away Team Selection" as appropriate from the banner above. Then:

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

    b. When done press "Save Team Selection" at the bottom of the sheet. Your entries will then disappear. The rating displayed will be the ECF online standard rating or the competition rating where a local rating has overridden.

4. You can review your selections and amend them upto 2pm on matchday from the team selection screens.

5. Captains must **notify the Controller when their team list is complete and should not wait until 2pm.** Changes can still be made up to 2pm but do alert the Controller.

6. Where a substitution after 2pm and prior to 5:15pm on matchday has been approved including any changes to board order, the Controller will amend the team list.

Matchcards will become visible to all at 5:30pm.

Procedure for pool players in the National

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 which will become visible at 5:30pm. The Controller or match arbiter will enter results and collate pgn.

9th June 2021