LMS & Auto Grading

This document explains the processes used by LMS Auto Grading and errors that can occur with rejected files.

Firstly, let me clarify the term Grader, as used by LMS. This is something of a misnomer, as it does not mean an official ECF Grader. It really means Results Officer, and is the name of the person to whom emails will be sent regarding any anomalies or problems with your submitted rating file(s). The term 'Grader' in LMS will probably be changed soon to something like 'LMS Results Officer', in order to avoid any confusion on the part of Users as to who/what constitutes a Grader. An LMS Grader (or LMS Results Officer) is not necessarily an official ECF Grader.

The terms 'Grading' and 'Rating' in this document are interchangeable.

1. Assuming that your Events have been set up for auto rating in the Event Settings, your rating file will be collected 4 times a month – on the 7th/14th/21st/28th – and the results included in the Monthly Rating List published on the 1st of the following month.

2. Rating files will occasionally be rejected, and this is often, although not always, caused by the file containing a new player, who does not have an ECF Grading Code.

3. In this instance, your local Grader (Results Officer) will receive an email notifying them of this. If your local Grader (Results Officer) is also an official ECF Grader, they will have the option of clicking on a link within this email to request a new code, which will take them to a web page confirming this action. If they are not an official ECF Grader they will need to wait for an email as specified in 5) below.

4. New grade code requests issued by official ECF Graders will be acted upon by the system, without the need for the ECF Grading Administrator to take any action.

5. The ECF Grading Administrator will also pick up on the fact that the file was rejected and, if the local Grader (Results Officer) is not able to request a new Grading Code (ie: they are not an official ECF Grader), they will allocate one. This will not always happen immediately, but may take up to a week, depending on their workload.

6. Once the ECF Grading Administrator has allocated a new Grading Code, the system will notify the local Grader (Results Officer), who will then arrange for the player's details (ie: their new Grading Code) to be updated on LMS. This can be done either by them, or by the player's Club itself.

7. Once the player's details have been updated on LMS, the rating file can immediately be re-submitted manually, or collected automatically by the next auto submission on one of the dates mentioned in paragraph 1.

8. To re-submit a rating file manually, select the Reports tab on your LMS home page, followed by the Auto Grading tab. From here, you can select the Resubmit button against the relevant rating file.

9. Another common reason that rating files are rejected is because the User has re-named the Event part way through the competition, and after a rating file with the original Event name has been previously submitted. To resolve this problem you should re-name the Event back to what it was originally and then re-submit the file. Alternatively, you can contact the ECF Grading Administrator and ask him to re-name the Event in the rating system to its new name and then re-submit the file.

10. Another problem that can occur is when a player's Membership No differs from the ECF database. This is usually caused by a player taking out NEW ECF Membership, rather than RENEWING their existing, or lapsed, Membership. This manifests itself in two ways – 1) the Membership List will show the new Membership No but with no Grade Code against it and 2) the Rating List will show the Grade Code but with the old Membership No, with a strike through against it. In this instance, the ECF Office should be contacted, requesting that the two Memberships be merged. Once this has been done the player's details on LMS should be changed to reflect whichever of the two Membership Nos is now being used.

11. Finally, if there are any other errors with rejected files, the local Grader (Results Officer) should attempt to resolve these themselves, if possible, and then manually re-submit the file, or wait for the next auto submission. If there are errors that they are unable to resolve then they should contact the ECF Grading Administrator – grading@englishchess.org.uk.

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