

# Score Master Scores Awards Checklist

Scorekeeper \_\_\_\_\_

Session \_\_\_\_\_ Date \_\_\_\_\_

**Check 1:** Before session begins, open “Speed Score” and set up “Missing Scores” feature with session and level. Apply criteria and close. Write down “Missing Scores” for each event.

V \_\_\_\_\_ UB \_\_\_\_\_ BB \_\_\_\_\_ FX \_\_\_\_\_

**Check 2:** Throughout the session, when checking scores in “Speed Score” make sure correct session is listed for each gymnast.

**Check 3:** Throughout the session, when checking scores in “Speed Score” check age level and age description for each gymnast.

**Check 4:** After session is complete, go to “Competitors List” and sort by session. Count number of Gymnast in session and deduct number of scratches to get number of gymnast competing. Also scan and check that all level and age groups are correct.

**Number of Gymnast Competing:** \_\_\_\_\_

**Check 5:** After session, take stack of judges score sheets for two events and count the number of judges score sheets.

Event \_\_\_\_\_ No. of Sheets \_\_\_\_\_ Event \_\_\_\_\_ No. of Sheets \_\_\_\_\_

**Check 6:** Check Score sheets for any missing scores. If there is a missing or zero score, verify that it is a legitimate scratch.

**Check 7:** Print out final Awards Score Sheets. Add up number of competitors in each age group.

**Total number of competitors on Awards Score Sheets** \_\_\_\_\_

*Number of competitors on Awards Sheets must match number of judges score sheets before doing awards!*

**All checks Complete** Initials: \_\_\_\_\_

**Back Up ScoreMaster Database.** Initials: \_\_\_\_\_

**Note: It is extremely important to back up the Score Master Database file after each session.**