

Host Club Information

Building & Running the DiCentra PDI Competition

Note: This document relates solely to the use of *DiCentra* in SLF Inter-club PDI competitions. Please refer to the *Host Club Procedures* on the SLF website for details of all procedures that host clubs must follow and the *DiCentra User Guide* for full details on using *DiCentra*

DiCentra version 3.6.99 or later must be used, as earlier versions do not support extra-image tie-breaks. You are encouraged to use the latest version (as of 16/8/15 this is v4.6.104).

Building the *DiCentra* Competition:

- If you have not already done so, download the *DiCentra Rules for PDI Competitions* from the SLF website. Unzip the file and import the rules for the required competition into *DiCentra*.
- Load entries for each club into the relevant competition and 'make' the competition.
- Create a blank scoresheet by using *File > Reports > Blank Scoresheet* in *DiCentra*.
- Email the blank scoresheet to all participating clubs. Provide spare paper copies on the night of the competition.

The *DiCentra* Projector Samples Competition:

- At the beginning of a PDI competition it is important that you project some standard images as a way of checking the projector, and particularly to allow the judge to assess how common colours are rendered. A dummy competition called *FSLPS Projector Samples 1400 x 1050* is available for this purpose. If it is not loaded on your club laptop, it can be downloaded from the SLF web site and imported into *DiCentra* as described in the accompanying notes.

Running the *DiCentra* Competition on the Night:

(Refer to the *Projector & Laptop Setup Notes* on SLF website for full details of how to set up projectors & laptops for digital projection)

- Set the digital projector to it's **native resolution**.
- **Ensure the projector screen format isn't being distorted** to match the laptop screen.

If it is, adjust the Windows *Multiple Display* settings to either:

- Just Use the Projector Screen if using *DiCentra* v 4.5 or earlier

or

- Extend these Displays if using DiCentra v 4.6 or later
- In DiCentra, select the correct *Profile* for the projector.
- Run through the *FSLPS Projector Samples 1400 x 1050* dummy competition for the judge to assess the projector.
- Select the SLF Inter-club competition and run it in the normal way, recording all marks and certificate winners. (Note: when you run the competition, you will be asked whether you want to start at the first image or pick a sequence - select *Start at first image* and click *Ok*.)
- Dealing with **Tie-breaks**:
If any tie-breaks occur, a message will appear. **All tie-breaks must be resolved** to ensure that clubs are put into the correct Semi-final or Plate Round. To resolve tie-breaks, proceed as follows:
 - *Right-click* and the context menu will show *Tie Breaks*. *Click* on this to see a list of the tie breaks.
 - *Click* on the top one in the list (there may only be one).
 - You can now use the right-arrow in the usual way to move through the tying images and mark the judge's preferred image **1**, the 2nd image **2**, etc.
 - If the judge wants to see them on the Lightbox, go to the Navigator (type *n*) and select *Sequence* and *Tie Break x*, where x is the tie you are dealing with.
 - Repeat this process to resolve all ties in the list.

Producing the Results Document:

- Use the following command in *DiCentra* to prepare the results:
File > Reports > Printable Reports > Competition Results and then select:
Awards, Ranked Club scores, Show image details and Statistics.
(Note: There is no need to select *Round by Round details* as that will just duplicate information.)

After the Competition:

- Retain a copy of the results.
- Delete the competition from *DiCentra*.