Producing an acceptance list in Ski Pro

Ski Pro software can be used to import data from a variety of sources including Excel. Once imported, it is then possible to update competitor details with information such as club affiliation from the current seed list.

Obtaining a copy of Ski Pro

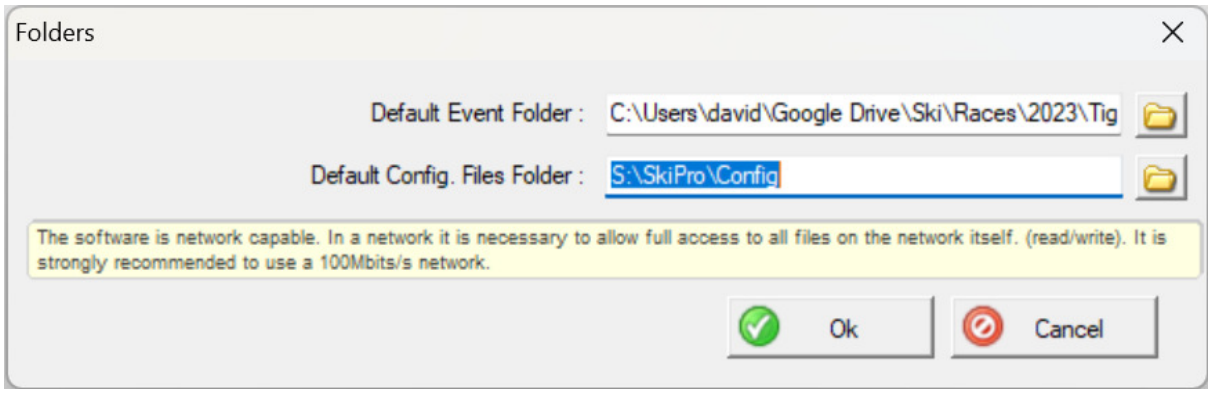
If you don't already have the software installed, you can download a free copy of Ski Pro V2.27 from the GBSKI website. Visit https://gbski.com/software and find the link to Ski Pro in the Downloads section. Download and run this program to install the software. All the pictures in this document are from V2.27, they will look a little different in later versions but should be accessible in more or less the same place in the program.

You will also need to download a copy of the relevant 'competitor categories' file for the season you are working in. These are also listed in the Downloads section of the Software page on GBSKI (Resources, Software). Keep this file handy as you will need it in the next stage.

Creating your event

Start Ski Pro (answering any initial questions about things like choosing a language if this is the first time you have run it).

From the menu, choose Local Configuration, then Folders. You need to set up the Event folder and the Config Files folder to point to somewhere easily accessible on your computer. The picture below shows some slightly unusual settings, normally it is easiest to just make a folder in your Documents folder and point both of these settings to this folder.



When you have set up the folders, you need to copy the competitor categories file you downloaded earlier in to the folder you have chosen for Config Files.

You will also need to download a copy of the seed list file that you will need to apply things like club affiliation to your competitor listing. On GBSKI, click Seeding on the main menu, then either BASS or BARTS races depending on the type of race you are setting up.

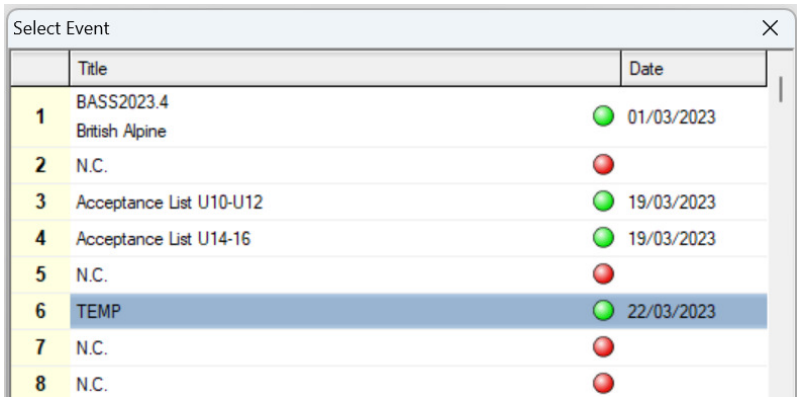
You should see a table of seed lists, with some little icons at the right-hand end of each row. Usually you would be working with the most recent seed list, so you would be looking for the first row showing the icons. The current list is also highlighted to help you find it.

List	Valid from	Valid to	Publication	Results from	Results to	Inc FIS list
2023.8	Thu 4 May 23	Wed 27 Dec 23	Wed 3 May 23	Sun 1 May 22	Tue 2 May 23	2023.22
2023.7	Thu 27 Apr 23	Wed 10 May 23	Wed 26 Apr 23	Sun 1 May 22	Tue 25 Apr 23	2023.21
2023.6	Thu 13 Apr 23	Wed 26 Apr 23	Wed 12 Apr 23	Sun 1 May 22	Tue 11 Apr 23	2023.20
2023.5	Thu 23 Mar 23	Wed 12 Apr 23	Wed 22 Mar 23	Sun 1 May 22	Tue 21 Mar 23	2023.19
2023.4	Thu 2 Mar 23	Wed 15 Mar 23	Wed 1 Mar 23	Sun 1 May 22	Tue 28 Feb 23	2023.17
2023.3	Thu 9 Feb 23	Wed 1 Mar 23	Wed 8 Feb 23	Sun 1 May 22	Tue 7 Feb 23	2023.16

Click on the rightmost icon (the small yellow folder) to download. This is a Zip file, so your computer should know how to download and open it. Inside the Zip you should find two files; copy these to your Event Files folder as we will need them later.

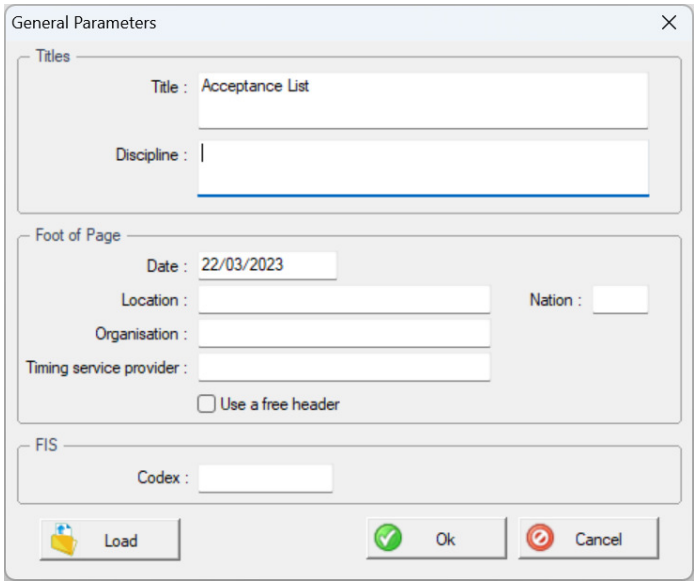
Now you are ready to create the Ski Pro event to hold your competitor list.

Click on the folder icon to open the 'Select Event' form:



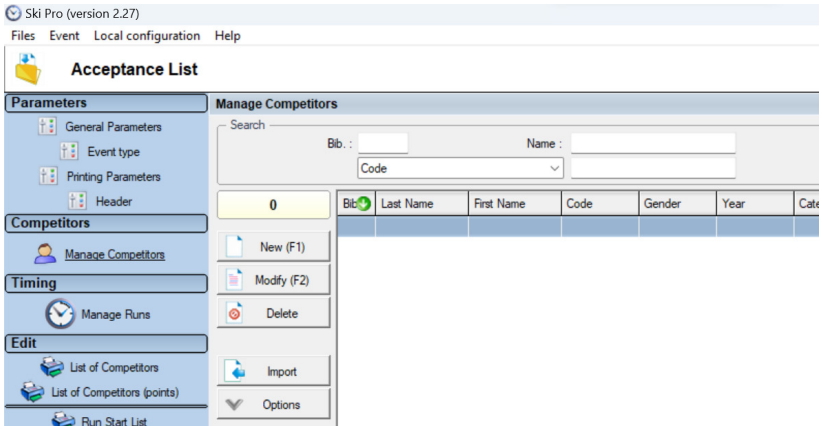
Select any of the empty rows and click OK. Click Yes to confirm that you want to create the new event. Next you will see a slightly complicated form where you can define various parameters about the type of event, but you can leave all of these at their default values and just click OK.

The next form is called 'General Parameters' and again you can leave most of it untouched. The Title will appear on any printouts you generate so usually it is best to set this to something meaningful and then click OK.



Loading Competitors

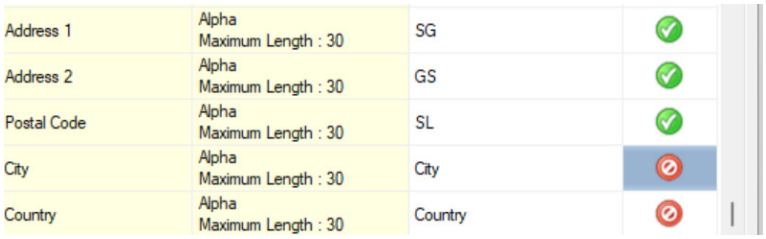
Now you should arrive at the 'Manage Competitors' screen, ready to load competitor information into your event:



Adding custom fields

If you have additional fields in your Excel listing (such as indicators showing which races your entrants are doing) then you need to modify some of the competitor fields so they can hold your extra information.

Click Options, then Competitor Fields. Some of the fields cannot be modified, but most are available for you to use. The most obvious ones to use for the extra 'flags' are the ones for Address (5 fields which you can make visible (active) and rename to what you want. In our example we've used three of them to show the race discipline:



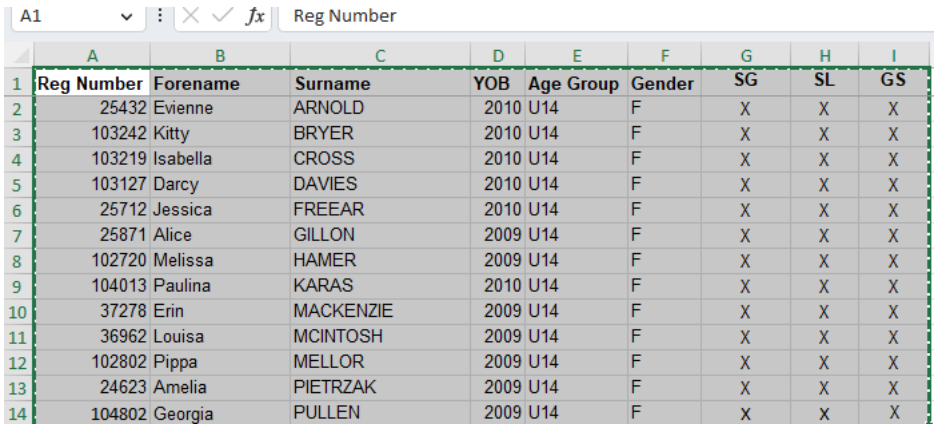
Once these have been set up, they will be available to use when you import the data from Excel.

Loading data from Excel

Assuming our competitor info is in Excel, we need to copy that into the Ski Pro event. Open your Excel file to see the competitors you want to load.

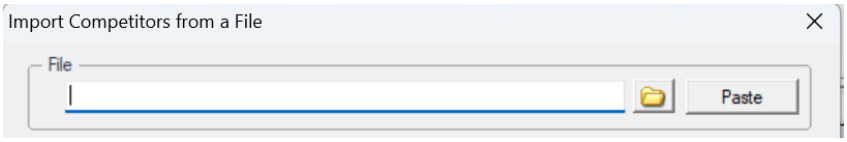
Before you go any further, you should check that any unregistered racers are not all listed with zero for their registration number. If they are, then simply empty all those zero cells so that they are blank (Ski Pro treats zero as an actual number and doesn't like having more than one competitor with the same number).

When you are ready to transfer the data, select all the competitor data you want to copy across, and choose Copy to copy the selected data to the clipboard.

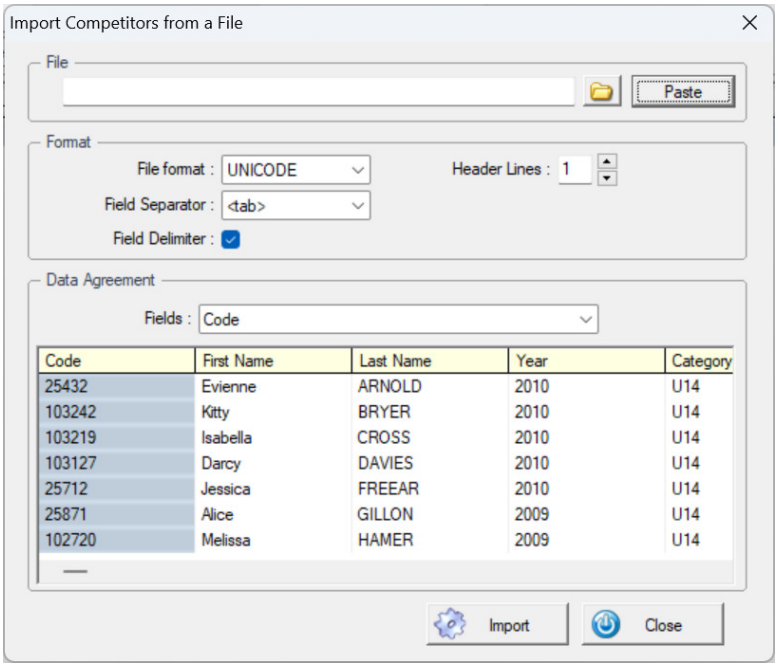


	A	B	C	D	E	F	G	H	I
1	Reg Number	Forename	Surname	YOB	Age Group	Gender	SG	SL	GS
2	25432	Evienne	ARNOLD	2010	U14	F	X	X	X
3	103242	Kitty	BRYER	2010	U14	F	X	X	X
4	103219	Isabella	CROSS	2010	U14	F	X	X	X
5	103127	Darcy	DAVIES	2010	U14	F	X	X	X
6	25712	Jessica	FREEAR	2010	U14	F	X	X	X
7	25871	Alice	GILLON	2009	U14	F	X	X	X
8	102720	Melissa	HAMER	2009	U14	F	X	X	X
9	104013	Paulina	KARAS	2010	U14	F	X	X	X
10	37278	Erin	MACKENZIE	2009	U14	F	X	X	X
11	36962	Louisa	MCINTOSH	2009	U14	F	X	X	X
12	102802	Pippa	MELLOR	2009	U14	F	X	X	X
13	24623	Amelia	PIETRZAK	2009	U14	F	X	X	X
14	104802	Georgia	PULLEN	2009	U14	F	X	X	X

Now go back to your Ski Pro program and click the Options button in the middle. From the popup menu choose ‘Import Competitors from a File’ to open the Import form:



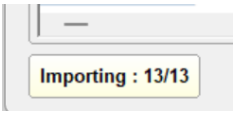
Click Paste to drop in the data you copied from Excel, and the rest of the form should be populated with the first few competitors from your Excel file:



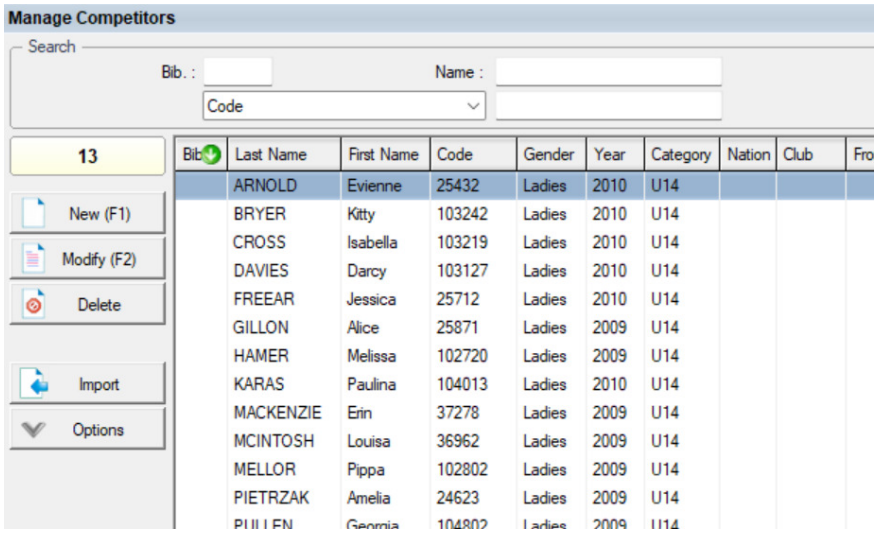
Depending on how the data is arranged in Excel you may need to alter the ‘mapping’ of Excel columns to Ski Pro data fields. To change the mapping of a column, just click in that column and choose the required field from the drop down list of Fields.

If any of the column headings are lit up in red, this means that you have two or more columns mapped to the same Ski Pro data field, which it really doesn’t like.

Once you are happy with your field mappings, click the Import button to load the data. In the lower left corner of the form it will tell you how many competitors it has imported – hopefully all of them!



Click the Close button and you should now see all your competitors listed:

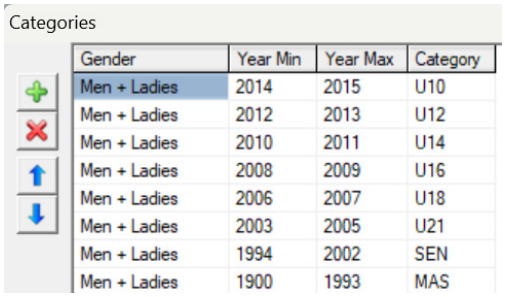


If things don't look right (maybe one of the fields hasn't been mapped properly) then you can remove all the competitors (Options, Delete Competitors) and try Import again.

Updating Categories

Depending on what data you have received in your Excel file, you may wish to refresh the Category field for all your competitors just to be sure the age categories are correct. This isn't always necessary, it just depends on how detailed your source data is.

Click Options, then Categories. Click Load in the lower left corner of the Categories form, and choose the category (.CAT) file you downloaded earlier. You should end up with a list of categories and the years of birth that define each category.

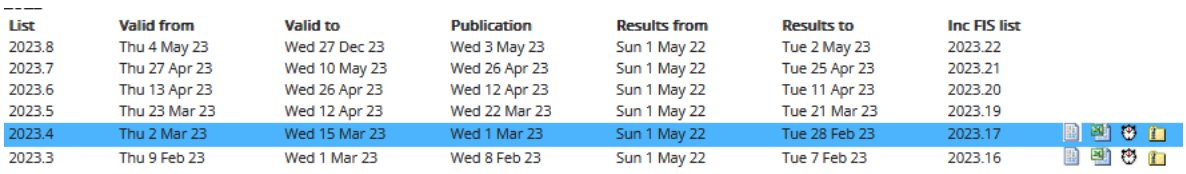


Now you can click Update to apply these categories to all your competitors based on their year of birth, then OK to close the Categories form.

Loading data from the seed list

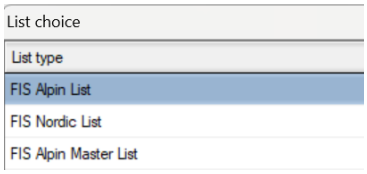
To apply data from the seed list, you first need to download a copy of the seed list data file. On GBSKI, click Seeding on the main menu, then either BASS or BARTS races depending on the type of race you are setting up.

You should see a table of seed lists, with some little icons at the right-hand end of each row. Usually you would be working with the most recent seed list, so you would be looking for the first row showing the icons. The current list is also highlighted to help you find it. Click on the rightmost icon (the small yellow folder) to download.



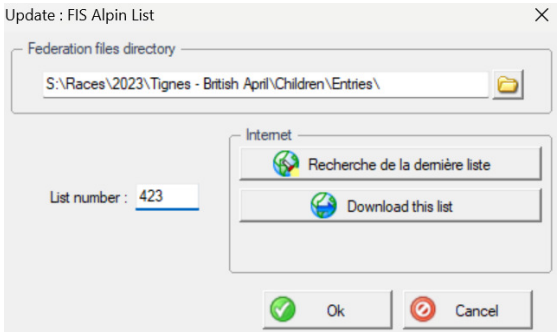
This is a Zip file, so your computer should know how to download and open it. Copy the contents of this file to your Event Folder.

Now back in Ski Pro, click Options, then 'Update competitors from a Federation file'. Click on the first entry in the list to choose Alpine.



Now click Update so we can tell Ski Pro to load the seed list from the Federation file. In the first box, choose the same folder as you selected for your Event files.

In List Number, we need to enter the number of the seed list plus the last two digits of the year. In our example we are working with the 4th seed list of the 2023 season (list 2023.4) so in the List Number box we enter 423.

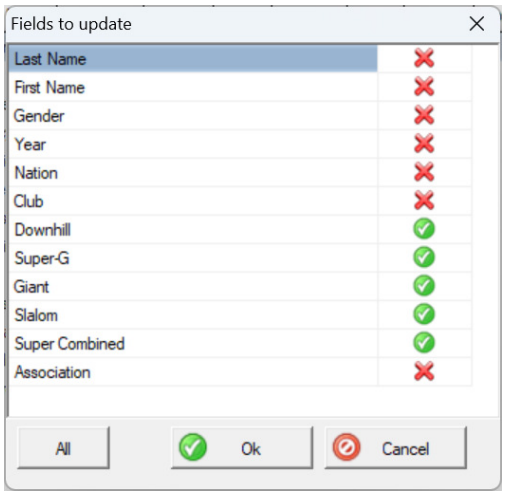


Now click OK and you should see a progress bar as it loads the seed list data into memory.



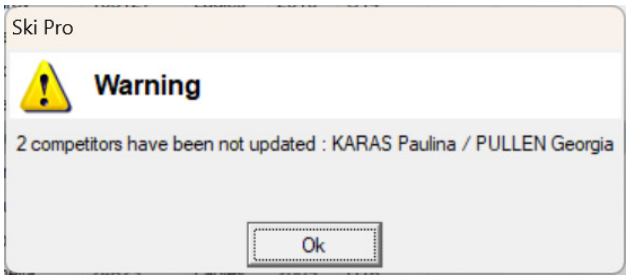
You only need to click Update to load the list into memory once in a program 'session', you don't need to load it again if you haven't closed the program. On second and subsequent updates from the Fed file, skip the Update step and just click OK.

Next you should reach the form that allows you to choose which fields you want to copy across from the seed list (Federation) file.



Double-click on any of the crosses or ticks to toggle their state. It is important to note that competitors will be matched with the seed list purely on their registration number, so you can even update all the competitor fields including the name, as long as you are sure that the source Excel data has the correct registration number for each person.

When you have chosen which fields to update, click OK to make it happen. If you have unregistered racers, or any whose registration number does not appear in the seed list, you will see a small popup message about competitors not being updated:



When you arrive back at your competitor listing, you should see that the 'From List' column has been updated for all the matching competitors to show that their details have come from the seed list.

Bib	Last Name	First Name	Code	Gender	Year	Category	Nation	Club	From list
	ARNOLD	Evienne	25432	Ladies	2010	U14		APX	423
	BRYER	Kitty	103242	Ladies	2010	U14		SPR	423
	CROSS	Isabella	103219	Ladies	2010	U14		UNQ	423
	DAVIES	Darcy	103127	Ladies	2010	U14		APX	423
	FREEAR	Jessica	25712	Ladies	2010	U14		APX	423
	GILLON	Alice	25871	Ladies	2009	U16		APX	423
	HAMER	Melissa	102720	Ladies	2009	U16		PRE	423
	KARAS	Paulina		Ladies	2010	U14			
	MACKENZIE	Erin	37278	Ladies	2009	U16		PRE	423
	MCINTOSH	Louisa	36962	Ladies	2009	U16		AMB	423
	MELLOR	Pippa	102802	Ladies	2009	U16		SPR	423
	PIETRZAK	Amelia	24623	Ladies	2009	U16		AMB	423
	PULLEN	Georgia	104802	Ladies	2009	U16			

The only exceptions will be any without a registration number, or any that do have a registration number but that person does not appear on the seed list. The latter are usually recent registrations, but could also be the result of an incorrect registration number being entered (sometimes we see their FIS registration being entered instead of their British one).

Repeating the update

If you need to, you can repeat the update to apply the seed list data again, maybe to update additional fields such as name (to ensure that the race data exactly matches the seed list).

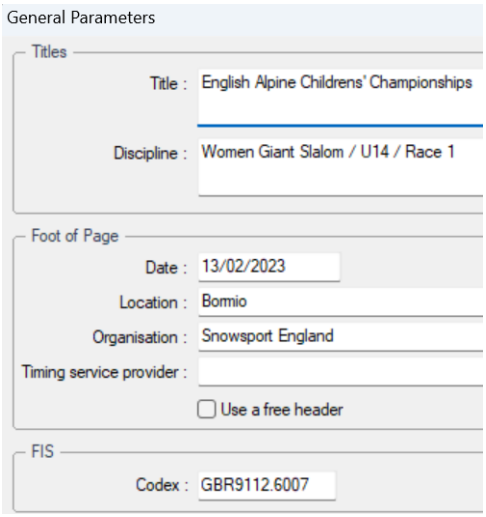
Checking with GBSKI

Having populated your event with competitors and loaded all the fields you can from the seed list, you can then ask GBSKI to check your file to help uncover any issues that might cause delays in publishing the official results once the race has taken place.

Assuming you have access to the GBSKI system (by being listed as one of the accredited officials such as Chief of Race, Race Secretary or Chief of Timing and Calcs, you should be able to save your Ski Pro event file and email it to GBSKI for checking.

Note: this is only possible if your competition is listed on GBSKI and has individual races listed on the competition page.

Before you can do this, you need to set one more field in the file to uniquely identify it so it can be matched up with the corresponding race on the British calendar. Under Parameters, choose General Parameters to open the form. Here you can see one that is from the English Alpine Champs in Bormio:



The field we are interested in is the “Codex” at the bottom of the form. You can either enter just the 4-digit codex number as shown on the GBSKI listing, or enter the “full” form of the Codex which is prefixed by GBR and the TD number.



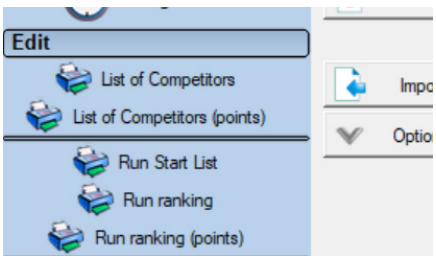
Once you have entered the Codex, click OK to close the form. Then close the event (Files, Exit Event), then go to Files, Manage Events, Save Event. Choose the event from the list (it will probably be the one that is already selected in the list) and click OK. Choose a name and location to save the file, which will be given a file extension .SPRO to identify it as a Ski Pro event file.

Now take that file and email it to import@gbski.com for checking. After a few minutes you should get a response from the system with details of any issues found. You may see some competitors are listed as not registered in the current season, or accepted as unregistered (day registration). If any are shown as not being found in the database this is most likely because they are newly registered racers who have not yet been added to the GBSKI database.

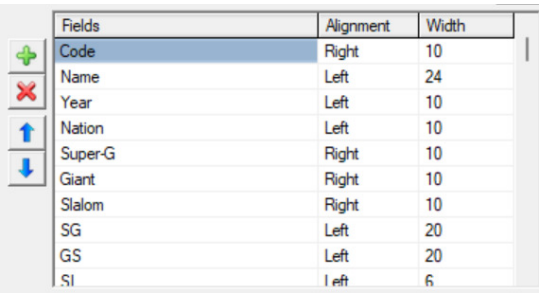
A copy of the feedback email will also be sent to the GBSKI administrator, who will pick up any unknown competitors and add them to the database. During normal working hours you can usually leave it for half an hour and try emailing the file again – the issues may already have been resolved. In any case they should be sorted out before your race actually takes place.

Printing an acceptance list

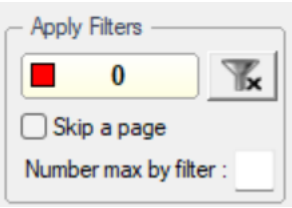
Once you have all your competitor information in the file, you can print out your acceptance list. In the left-hand set of blue buttons, under Edit click ‘List of Competitors’:



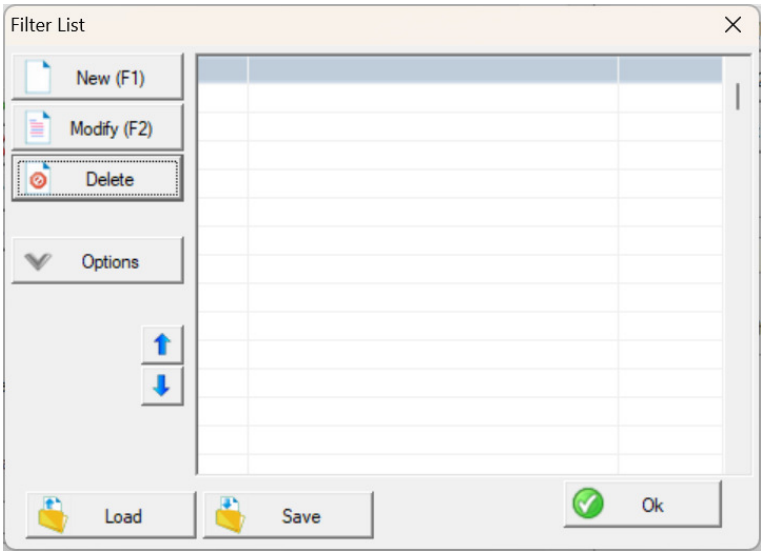
Use the add, delete, up and down buttons to arrange your competitor fields in the desired order:



If you want to generate a list that is arranged into separate sections, then you can use the Apply Filters controls to do this:



Click the little filter/funnel button to access the Filters form.



You can use this form to create quite complex selections of data, for example to list each age group and gender in its own section on the report.

The simplest method is to use Options, and 'Create a list based on a competitor field'. Choose Gender for example, and it will list Ladies and Men separately on the printout.

When you have set up your selections, click OK to close the Filter List form, then click Preview to have a look at your new acceptance list and see if it does what you need. If not, you can go back and adjust the various parameters until you are happy that it has all the required information in the desired order.

Outputting the list

If you are printing to hard copy or PDF then you can do that right from the List of Competitors form.

If you want to transfer the list back to Excel to play with the formatting a bit more, then click Export, then 'Copy for Excel'. Just click OK to accept the time format, and the whole list will be placed on the clipboard ready for you to paste into your Excel workbook.