Running the Couples Rotation Program in its dynamic mode

[Significant changes from previous edition of this paper are sidelined. Endnotes have been added where appropriate. When viewed on computer, placing cursor over endnote reference will bring up box with endnote[1].]

1 Introduction

1.1 This document presumes you have a laptop that can be taken to a dance and a copy of the couple rotation program by Vic Ceder on that laptop. The program can be obtained for a small fee from http://www.ceder.net/sqrot.php4 .

1.2 The Couple Rotation Program (SQROT) can generate
- (a) 'Computer Cards' -- a printed slip is given to each couple at the dance.
    - (i)   The cards are printed, and perhaps laminated, and then used at the dance.
    - (ii)   One card is given to each couple.
    - (iii) Before each tip, the caller announces the number of couples, and the tip number. Each card-holder then looks at their card to determine their assigned square.
- (b) A 'Static' Rotation -- a fixed rotation for a fixed number of couples and number of tips.
    - (i)   A Static Rotation is generated before the dance.
    - (ii)   Static rotations are generally only used at dances or weekends where the number of couples and number of tips is known in advance.
    - (iii) Various hardcopy printouts of the rotation can be generated and brought to the dance.
- (c) A 'Dynamic' Rotation -- a computer at the dance generates a rotation prior to each tip.
    - (i)   This is the most versatile option and is the option that is described in detail in this document.

1.3 This document is directed to the person running the dynamic couples rotation program (the rotation manager) and covers:
- (a) club nights and dances,
- (b) relatively small numbers of dancers and large numbers of dancers (up to 300 couples)
- (c) couples and singles,
- (d) single and split level club nights/dances,
- (e) single session and multiple session dances, and single/multiple hall dances,
- (f) student / angel sessions.

1.4 There are a number of ways of operating the computer system. See Annex G for a brief outline of the various ways in which you can activate the same option.

1.5 The document is written as if you take all decisions. If this is not true, confer/take instructions as necessary.

1.6 Not all the advice will be applicable to all occasions; it is your option to pick and choose.

1.7 The advice is given in detail and, depending on your experience, you may wish to skip some of it.

2   Overview

2.1 Screens

For the Dynamic system the Dynamic Rotation screen is the data input screen for the system and relates to the dance or club night and to the criteria to be used in generating the next tip. The Rotation Display screen is the output screen. It relates to the dance or club night, and to the tip about to be danced and all previous tips.

2.2   General sequence of operation

Prior to a club night or a dance, set up the program as desired. At the club night or the dance, identify couples by name or by allocated number. Then operate the program to give a couples rotation and a screen output showing which square is allocated to each couple. Ask the couples to come up and read the screen and to go to the square shown.

2.3 Your options

In the Dynamic Rotation screen you can choose any of the following options in order to modify the output of the program.
   (a) To identify couples by name or number (see Annex A).
   (b) To record whether couples have paid[2].
   (c) To allocate the status of 'Ready'[3], 'Sitout'[4], 'Absent'[5] or 'Must dance'[6] to any couple.
   (d) To tag couples with any information not covered elsewhere[7], e.g. for highest level danced by that couple or for a character indicating that the couple wishes to dance the star tips.
   (e) To mark some couples as Students[8] and in Settings[9] to choose whether:
      (i)   they should be evenly distributed between the squares,
      (ii)   they should be given the status of 'Must dance' whenever they are marked as 'Ready'.
          Can be used for students at any level.
   (f) In Settings[10], to arrange that, in the event of there being exactly the number of couples to form squares without anyone sitting out, 4 couples will be chosen to sit out.
   (g) In Settings[11], to limit the number of squares (e.g. to the number that can sensibly dance in the hall).
   (h) To flag one couple as 'Always in square 1'[12]. This is useful for dance leaders (tape group leaders, dance organizers, etc.) who need to always be in the front square. Only one (active) couple may be marked with this attribute.
   (i) To insert open tips[13] (where couples choose which squares to join) whenever desired.
   (j) To run the program continuously from session to session or to start a new rotation at the start of each session[14].

2.4 The dancers' options

The dancers can choose any of the following options.
   (a) To dance the next tip. This is the default choice; they should be given the status of 'Ready'.
   (b) To sit out the next tip. They must inform you well before the start of that tip. They should be given the status of 'Sitout'[15]; the computer program will automatically change their status to 'Ready' for the subsequent tips (see also 'Absent' 2.4(e)).

(c) To sit out every other tip (but see D.3). They would normally inform you at the start of the session but can choose this option at any time during the session(s). They should be given the status of 'Ready'[16] and the flag of 'Out every 2nd tip'[17].

(d) To sit out every third tip (but see D.3). They would normally inform you at the start of the session but can choose this option at any time during the session(s). They should be given the status of 'Ready'[18] and the flag of 'Out every 3rd tip'[19].

(e) To leave the session or to sit out until they choose to resume dancing. They should be given the status of 'Absent'[20]. They must inform you well before the start of the next tip both when they opt for 'Absent' and when they are 'Ready' to resume dancing.

3   Before the club night or dance

Take the following actions unless they have been done previously.

(a) Familiarize yourself with the workings of the program.
(b) Set up the list of names or numbers expected (see Annex A).
(c) Set up the dynamic rotation (see Annex B).
(d) To continue use of the rotation, e.g. for multiple sessions, leave all data about previous tips as at end of previous session. To re-use a rotation, e.g. for a single session, in the Rotation Display screen, click on Undo all tips button.
(e) Adjust settings to those required (see B.3).
(f) Adjust display modes to those required (see B.1 and Annex C).
(g) Consider whether an extension lead might be needed in addition to the power lead for the computer.
(h) Consider whether you will use a projector to display magnified results on screen or wall. The capital cost and cost of replacement bulbs tends to preclude the use of a projector.

4   At the club night or dance

4.1   Tell the dancers

(a) You will be using the couples rotation program.
(b) Whether there are going to be free tips.
(c) If appropriate, how you intend to deal with split level dances (see Annex D), single dancers or fluid couples (see Annex E) and /or multiple halls and multiple sessions (see Annex F).
(d) What options they have (see 2.4). Emphasise that they must tell you well before the next tip if they wish to change their status.
(e) Whether you will be using names or numbers (see Annex A).
(f) How they obtain those numbers (see A.4).
(g) Whether you want the number identifiers back at the end of the session/dance (see A.4).
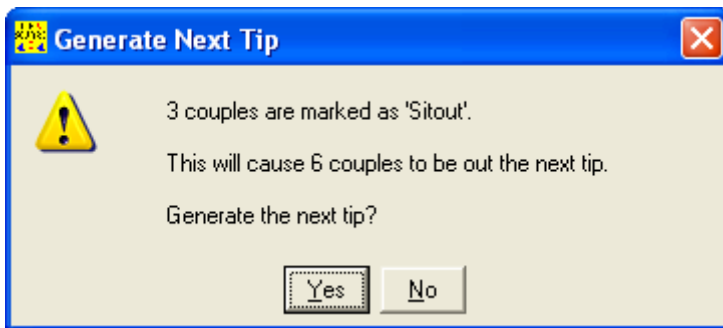
4.2   Open program

(a) Open SQROT (to obtain the Main Menu of the Couple Rotation Program).
(b) Click on the Dynamic button (to obtain Dynamic Rotation – XXX.SQR, where XXX is the name of the rotation which you last used).
(c) To change to a different rotation, click on Open an existing rotation, click on ZZZ.SQR (where ZZZ is the name of the file you wish to use).

(d) Enter any couple numbers or names not already entered and make any last minute adjustments required to numbers or names.

(e) Set all couples present to status 'Ready'[21] and if other couples are listed, set them to 'Absent'[22].

(f) If the first tip is to be OPEN, click on OPEN TIP button on Dynamic Rotation screen. At end of tip press Ctrl + Q.

(g) The program can be protected against accidental use by pressing Ctrl + C. This combination of key strokes toggles protect on and off.

4.3 Produce data for each tip

(a) Adjust the status of each couple as requested, by highlighting the couple and then pressing R ('Ready'), S ('Sitout'), A ('Absent'), M ('Must dance').

(b) Press Ctrl + G.

(c) If the dancers have not yet seen the tip data and the result shows that you have made an error, press Ctrl+Q and then press Ctrl+U. Note that 'Undo current tip' will return the settings to those set before Ctrl+G was pressed. Correct error and press Ctrl+G (see also (g) below).

(d) If a window similar to the one below appears and you click **Yes**, then the next tip will be generated using the information you have already input. If you click **No** you will be taken back to the Dynamic Rotation screen so that you can alter the data (see B.5).

(e) Indicate to caller or dancers that next rotation is ready.

(f) If, when all couples have assembled, a couple is missing from a square use the Square display button to find name or number of missing couple.

(g) Although the dancers will have been asked to inform you well before the next tip if they wish to sit out that tip, inevitably there will be occasions when they tell you after you have produced the data for the next tip, or you only find out that a couple have left when a square finds it is missing a couple, or you will simply find you have made an error. In this event ask for a volunteer couple from amongst those who have an enforced 'Sitout'. You will have to tell them which square they should be in or which couple they are replacing. Do not be tempted to reset the data and run another rotation; that will be too time-consuming in getting the dancers to break the current squares and re-read the screen.

(h) If there are no couples available to correct an error, the couples should be given the option to dance with phantoms or to sit out. In the latter case, adjust their status as described in 5(d).

(i) Before the next tip, if the next tip is not to be an Open tip and if dancers do not request any changes to sitout etc. then you can generate the next rotation (Ctrl+G). Otherwise press Ctrl+Q.

(j) If the next tip is to be OPEN, click on OPEN TIP button on Dynamic Rotation screen. At end of OPEN TIP press Ctrl + Q.

(k) Repeat this sequence [(a) to (j)] for all subsequent tips.

4.4 Queries from dancers

(a) Remember that with say 10 couples and 8 tips in an evening, it is not possible for the results to be completely random and the more options used ('Sitout', 'Must dance', Spread students, etc.) the more difficult this becomes.

(b) If a couple queries why they have danced with another couple two times in succession, remind them that it is impossible to generate a mix in which this doesn't occur for the reasons given above.

(c) Statistics relating to the tips danced are given on the 'Dynamic Rotation' and 'Couples Display' screens. Do not become involved in discussions on these statistics unless you have lots of time.

4.5 End of dance

Ensure that you get all number discs back before the dancers leave. If you lose some discs then for the next dance simply delete those numbers from the list[23] or mark them as 'Absent'[24].

5   Specialities

You can also cope with the following.

(a) Changing displayed number of tip (click on Tip, Advanced, Tweak tip offset). This allows the displayed tip number to be increased by any number, say because you have had one or more OPEN tips and you wish to keep the tip number in line with the actual number of tips danced.

(b) Deleting a tip from the list of tips already danced, say when a tip was not started because a break was announced (click on Tip, Advanced, Delete a tip). See also D.3.

(c) Tweak 'Absent' / 'Sitout' (click on Edit, Tweak 'Absent' / 'Sitout'). This allows the operator to change the number of tips 'Absent' and 'Sitout' for a given couple. Useful for when a couple sat out a tip because the operator forgot to change their status from 'Absent' to 'Ready'. See also B.4.

(d) Deleting a square from a tip, say because one of the dancers allocated to that square was unable to dance or because two singles had agreed to dance together but both obtained a number and were stood in two separate squares (see also 4.3(g)). Click on Tip, Advanced, Delete a square from a tip. Couples from the deleted square can be individually marked as either 'Sitout' or 'Absent'

Annex A   Creating a list of couples

A.1   Introduction

SQROT uses a file with the file name form of xxx.nam to store all the names or numbers of couples to be included in a list plus the description for the list. This list can be imported, created, amended and deleted from within SQROT.

This file can then be used to create any number of files with the file name form of xxx.sqr to store a dance name for the dance plus all the names or numbers of couples included in the list plus all the data regarding the status of the dancers and the history of all the tips created. The names or numbers of couples can also be created within a rotation but the list thus created can only be used in another rotation by copying the xxx.sqr file and giving it another name with the same format.

A.2   Deciding whether to use names or numbers

A.2.1   Introduction.
In many ways numbers are easiest to use and are normally used at open dances, weekends and conventions. Names are sometimes used at club nights.

A.2.2   Names
   (a) Couples names can be used up to about 50-100. The screen tends to be difficult to read above that number of couples.
   (b) People can be very fussy about how you spell and present their names.
   (c) Including first and last names can take up too much space and cause the Rotation Display screen to be difficult to read.
   (d) There may be two couples with the same names.
   (e) There may be lots of duplicate names among individuals. In this case, if possible present the names so as to differentiate between couples, e.g. Bob & Linda, Carol & Bob and Linda & Fred.
   (f) Couples may identify themselves as Alan & Jean and you may have them listed as Jean & Alan.
   (g) Names of new couples take longer than numbers to input into the system.

A.2.3   Numbers
   (a) Numbers can be used for any number of couples up to maximum allowed by program (currently 300).
   (b) Number lists can be created very quickly.
   (c) Numbers are more impersonal (can be good or bad).
   (d) Numbers have to be allocated to couples by some tangible means.
   (e) The same list of numbers can be used for lots of different dances.

A.3   Producing a list of names or numbers

A.3.1   Imported

   (a) Create a text file in the following format:
       i   Line #1 contains a description of the names in the list (e.g., Our Big Dance),
       ii   Each remaining line in the file is the name or number of a couple (e.g., Vic & Debbie Ceder or 01),

     iii   The text in each line starts in column #1,

     iv   The file must be saved as plain text and the name of the file must be of the form xxx.nam where 'xxx' complies with the requirements of your operating system,

     v   The file must be copied to folder C:\sqdata\sqrot for the program to find it.

(b) To load the names into the program:

     i   Start the SQROT program;

     ii   Click the 'Dynamic' button;

     iii   From the menu, select 'File | New Rotation';

     iv   From the menu, select 'Edit | Import couple names from a list';

     v   Select the desired file (xxx.nam) and click the 'Ok' button. The list of names should now be loaded.

     vi   Click on No-name dance and type correct name of dance.

     vii   Click on 'Ok' button.

A.3.2 Created as names

From Main screen, click on List of Names | New then type information and / or click on Import.

A.3.3 Created as numbers

(a) In Settings, set the Default Couple Name Format to the desired format. The options are as follows.

     i   Couple # XXX shows in the Couples column in the Dynamic Rotation screen as Couple # 1 to Couple # 300 in correct numerical order.

     ii   Couple # XX shows in the Couples column in the Dynamic Rotation screen as Couple # 1 to Couple # 99 in correct numerical order as long as the list does not exceed 99.

     iii   XXX shows in the Couples column in the Dynamic Rotation screen as 001 to 300 (which will automatically be in correct numerical order)

     iv   XX shows in the Couples column in the Dynamic Rotation screen as 01 to 99 (which will automatically be in correct numerical order as long as the list does not exceed 99).

(b) In Dynamic Rotation screen, open a New rotation (click on Sunburst button followed by Yes to check window), then click on Edit, and then on Add N couples. Type number of couples required and click on OK.

(c) The format of the numbered couples will be that shown in Settings against Default Couple Name Format. That format must have been set before you create the list of couples in the Dynamic Rotation screen. Note that if you select Couple # XX or XX in Settings and then create a list of more than 99 couples you will get a list where 100 appears immediately after 10. In that case you needed to select format Couple # XXX or XXX.

A.3.4 Naming Dance

Click on current name of dance (e.g. No-name dance) and type required name.

A.4   Allocating numbers to couples

Some of the methods used are as follows.
  (a) Use computer cards and ask couples to use number of card.
  (b) Use badge tags with numbers written on the back.
  (c) Use laminated paper.
  (d) Use raffle or cloakroom tickets.
  (e) Use room numbers, if all couples are staying at hotel.

Remember that the numbers you use do not need to form a coherent series. Missing numbers can simply be marked as 'Absent' or deleted from your list.

Annex B   Set up the Dynamic rotation screen for a dance

B.1   Set up screen layout

B.1.1   Standard display

In the Main screen click on Dynamic. From the menu, select Display | Standard display and any columns you wish to be displayed (Index, Paid, Student, Tag, Danced, Out, Absent, Flags; Couples and Status are always shown). It is suggested that you keep this screen as simple as possible, i.e. with as few columns as possible. Lists in these columns can be sorted in ascending or descending alphanumeric order by clicking on the column heading. If sorted, the column headings will show a ▲ or ▼. Sorting more than one column will act in a hierarchical fashion. The sort order shown in the Dynamic Rotation screen will remain if you alternate between that screen and the Rotation Display screen. The sort order will revert to couples in ascending order if you go to the Main screen and then return to the Dynamic Rotation screen.

B.1.2   Display 'Names only' screen

  (a) In the Main screen click on Dynamic. From the menu, select Display | Names only. Use 'Names only' when you want to quickly see the status of each couple, indicated by color coding or when the only data you are entering is whether that couple has arrived ('Ready') or wishes to change status.   This is especially useful when you are dealing with more than 27 numbered couples (the maximum displayed on one screen in the 'Standard display') because all couples are displayed on one screen in 'Names only'. When using numbers, change 'Columns' in 'Names only' in order to get columns of 4 or 10 couples. Columns of 4 show how many squares you have and how many enforced sitouts you will have. Columns of 10 make it easier to find numbered couples.

  (b) In 'Names only' you can highlight a couple and then press R ('Ready'), S ('Sitout'), A ('Absent') or M ('Must dance'). Pressing U (Student) or F5 (Paid) will still work but you will not see the result of the action unless you go to 'Standard display'. Pressing Alt + S will bring up the statistics window for that couple, which will also show all data about the particular couple.

B.2   Create a new rotation

B.2.1   To load the names unmodified into a rotation:

(a) click the 'Dynamic' button,
(b) from the menu, select 'File | New Rotation',
(c) from the menu, select 'Edit | Import couple names from a list',
(d) select the desired file (xxx.nam),
(e) and click the 'OK' button.
(f) The list of names should now be loaded.

B.2.2   To load a modified list of names into a rotation:
(a) click the 'Dynamic' button,
(b) from the menu, select 'File | New Rotation',
(c) from the menu, select 'Edit | Import couple names from a list',
(d) click New button within [Select List of Names] window,
(e) click Import button within [Edit List of Names],
(f) Select the desired file and click Open,
(g) Input Description for new rotation, modify the list of names as desired. You may find that the name of the list has been included as the first couple, simply delete that couple. Click Save and then OK.
(h) The modified list of names should now be loaded.

B.3   Change settings

B.3.1   Settings can be found on the Main and Dynamic Rotation screens. Click on button picture of keyboard and hand. Whatever you choose in this window will remain as your choice until altered. Note that you can change 'hot-key to generate next tip' to Ctrl + any letter but Ctrl with letters other than G may already be used for other purposes (see Annex G). The application of these settings is described in 2.3(e), (f) and (g) and in A.3.3.

B.3.2   Immediately below the dance header (top center) in the Dynamic Rotation screen is a small label that displays all settings (other than 'Enable hot key...') that are set.   Double-clicking on this label invokes the 'Settings...' dialog box.
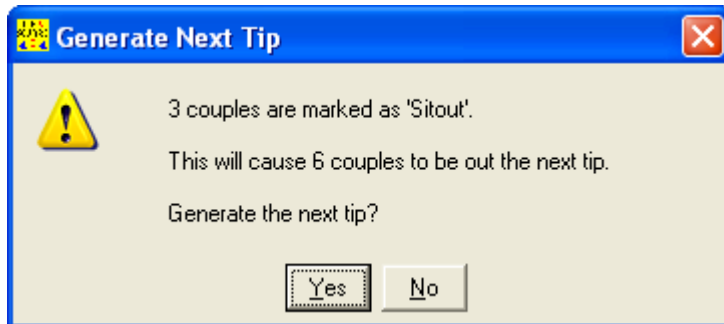
B.4   Changing status

(a) Note that the program does not differentiate between a voluntary 'Sitout' (the couple requests a rest) and a mandatory 'Sitout' (there were not enough couples to form the last square). Nor does it differentiate between a voluntary 'Sitout' when the couple wishes to take their sitout at a specific time (e.g. they are making the tea before the interval) and a voluntary 'Sitout' when the couple wishes to increase their number of sitouts.

(b) 'Absent' for a tip will mean that for subsequent tips the program will not include that tip in the calculation as to whether a couple should be accepted for an enforced 'Sitout' whilst 'Sitout' means they will be included in the calculation. In other words, a couple shown as 'Sitout' for 3 tips is less likely to be chosen for 'Sitout' for subsequent tips than a couple who is shown as 'Absent' for 3 tips. However, for a normal dance of about 8 tips this will make little difference to the number of tips danced; it may have an effect if the system is used for multiple sessions. In the latter case you can click on Edit, Tweak 'Absent' / 'Sitout' (see 5(c)) to change the balance between 'Sitouts' and 'Absent' and therefore the likelihood of a couple being chosen for

'Sitout' but note that you are likely to considerably increase your workload.

B.5   Maximising the number of couples dancing

If a window similar to the one below appears when you generate the rotation for the next tip and you click **Yes**, then the next tip will be generated using the information you have already input. If you click **No** you will be taken back to the Dynamic Rotation screen so that you can alter the data.

To take the example given in the window, there were 30 couples at the dance and without any couple asking to sitout, there would be 7 squares and 2 couples selected to sitout. With three couples opting to sitout there would be 27 couples available which would result in 6 squares and 6 couples sitting out (3 who chose to sitout and 3 who were selected to sitout).

In the latter case, if one couple who had chosen to sitout was persuaded to dance this tip and sitout a subsequent tip, you would have 7 squares and only 2 couples sitting out (i.e. only those who chose to sitout).

This option would normally only be used at a club night where the dancers were aware of this option, understood it use and wished to maximise the opportunity to dance.

B.6   OPEN tip

Right click in the Open Tip screen in order to add, change or remove the background picture and to enclose the words 'Open tip' in a white bubble.

B.7   'Manually Set Next Tip'

This option is at present disabled.

B.8   Print

Print relates mainly to Cards and Static rotations. Bear in mind that printing may create many pages.

Annex C   Rotation Display Screen

C.1   Couple display and Square display

The 'Couple display' is used to show couples which square they have been allocated and is the normal display mode. Use 'Square display' when a square is short of a couple and you wish to see who is

missing.

C.2   Font, Color and scaling

This button is enabled only during the 'Couple display'. Use 'Sqr' instead of 'Square' as a column heading when dealing with large numbers of dancers. Avoid choosing clashing colors; for example, a combination of red and black can be unreadable for some people.

C.3   Autoscale

This button is enabled only during the 'Couple display'. When pressed, the program automatically scales the font size to the largest possible font which still displays all couple names in the visible portion of the grid.

C.4   Sorting

The couple names in this screen can be sorted in ascending alphanumeric order or in the order in which they were entered in the list. The latter enables numbers to be shown as 1, 2, 3 and not 1, 10, 2, etc.

C.5   Statistics

For a quick review of the statistics use grid display. Otherwise use short or long statistics display.

Annex D   Split level dances

D.1   Option 1
D.1.1   The following is based on being at a split level dance where the first tip is Open and most of the couples dance A2. On that basis the A1 couples are allocated the low numbers. If this is not the case then you may find that allocating the low numbers to the A2 couples works better.

D.1.2   If you do not know how many couples may arrive late and at the start you have, say, 10 couples dancing A1 and 40 couples dancing A2, allocate the numbers 01 to 20 to A1 couples and mark couples 01 to 10 as 'Must dance' and couples 11 to 20 as 'Absent'. Mark couples 21 to 60 as 'Ready'. Any late arriving couples can be allocated a number from the appropriate sequence. Alternatively you can use, say, numbers 001 to 99 for A1 dancers and 101 onwards for A2 dancers. Unless you are approaching the maximum number of couples coped with by the program (currently 300), be over generous with the gap between the A1 and A2 dancers.

D.1.3   Insert "A1" in Tag field against each A1 couple. Do this for all couples ONLY dancing A1. The only reason for doing this is to remind you which dancers are only dancing A1.

D.1.4   If the next tip is to be A2, highlight each couple tagged as A1 and press S ('Sitout'). This status will automatically change back to 'Ready' when the next rotation is generated. There will be no need after the first tip to change the status to 'Must dance' because these dancers will have danced fewer tips than the other dancers and therefore will automatically be included in the next rotation.

D.2   Option 2

D.2.1 Use system given in Option 1 but instead of tagging the A1 couples as A1, mark them as Students and then in Settings as 'Students must dance each tip' which means that when the A1 couples marked as Students are at status 'Ready' they must dance.

D.3   Option 3

D.3.1 This option makes use of the 'Out every 2nd tip' or 'Out every 3rd tip' flags to mark the A1 couples and so this facility will not be available for other purposes. If the tips are basically alternating A1/A2 use the 'Out every 2nd tip' flag. If the tips are basically A1/A1/A2/A1/A1/A2, etc. use the 'Out every 3rd tip' flag. The description below is for alternating A1/A2 tips.

D.3.2 In Dynamic Rotation screen, set Display to include Student and Flags. Highlight each A1 couple and show as Student (press U) and click on 'Out every 2nd tip'. In Settings click on 'Students must dance each tip'. Generate rotations as usual. The A1 dancers will be selected every other tip.

D.3.3 If the last tip before the interval and the first tip after the interval are both required to be A1, then use either of the following options.
- (a) Generate the first tip after the interval, say Tip 5, (which the 'Out every 2nd tip' will treat as A2) and do not use this tip. Immediately generate the next tip, say Tip 6, (which the 'Out every 2nd tip' will treat as A1). Do not yet use this tip. Press Ctrl+Q and in Menu click Tip|Advanced|Delete a tip. Delete the A2 tip, say Tip 5. Then view the last A1 tip, which will now be shown as Tip 5.
- (b) Make the first tip after the interval an Open tip. The next tip on the system will then be an A2 tip.

D.3.4 To see the effect of deleting a tip as described in D.3.3(a), at the end of a dance go to the Rotation Display screen and click on Display|Grid. The A2 tips will be highlighted and the consecutive A1 tips will be obvious. This technique of modifying the effect of the 'Out every 2nd tip' or 'Out every 3rd tip' flags can be used at any stage during the dance.

Annex E   If you have singles or fluid couples

E.1   Small number of singles

If you have more than one single dancer ask if they are prepared to dance as a couple (either sex dancing man or woman) and give those couples a number or, if sufficient couples are sitting out by choice or marked by the rotation as 'Sitout', have individual 'Sitout' dancers dance with the single dancers.

E.2   Missing one dancer from last square

E.2.1 If you are missing one dancer for the last square add an extra 'phantom' couple to the rotation. For example, if you have 15 and 1/2 couples, give a number or name to the single dancer and input another couple on the system with the name 'Phantom'.

Create the next rotation and whichever couple is indicated to 'Sitout' splits up and has one dancer dance with a phantom in the square shown for 'Phantom', and the other dancer dance with the single dancer in the square shown for that single dancer. The square with only 7 people can then decide to either sit out or dance with a phantom.

E.2.2 Alternatively, in Settings select 'Four couples sitout' and give the single dancer a number or name. Ask that one of the dancers selected to sitout should partner the single dancer. Again, the

remaining 7 people can then decide to either sit out or dance with a phantom.

E.3   One extra single dancer

If you have an extra single dancer give the single dancer a number (or card). Then, for each tip, have one of the dancers who is designated to 'Sitout' dance with the single dancer.

E.4   All or mainly singles

For 'all or mainly singles' dances or dances where the dancers prefer to dance with different partners each tip the following system has been used.

A separate singles rotation is setup, with a 'Singles Coordinator' who is in charge of administering the rotation. A large piece of paper or board is setup with two columns: one column for Boys (left hand dancer) and one column for Girls (right hand dancer). The name of each single dancer is written on a piece of sticky paper (e.g. a 3M Post-It). The 'Singles Coordinator' then places the sticky papers of those who only dance 'Boys' in the first column, and then those who only dance 'Girls' in the second column. The coordinator then places the remaining dancers (those who dance either position) so that the number of dancers in each column are as close as possible. Each 'Boy' **or** each 'Girl' is given a number or name within the normal rotation. Before each tip, the 'Singles Coordinator' circularly shifts the stickies in one of the columns by one position. The single dancers then look at the single's board to determine who to dance with -- dancers in the same row dance together. They then look at the number or name that the 'Boy' (or 'Girl') has in order to determine the square in which to dance.

Annex F   Multiple halls and multiple sessions

F.1   Multiple halls.

Have a copy of the SQROT program running in each hall. When couples check in to the convention and receive their packet, give them each a unique number. Enter this number for the 'Couple Name' on each of the computers. Make a 'rotation manager' responsible for the rotation in each of the halls. When a couple enters a hall and wishes to dance, the couple tells the 'rotation manager', and (s)he makes sure that the couple is 'Ready' in the rotation. Use the other options ('Sitout', 'Out every 2nd tip, etc.) as usual. When the couple leaves the hall, the couple tells the 'rotation manager' to change them to 'Absent' in the rotation.

F.2   Multiple sessions

(a) If there is more than one session, you have the choice of starting a new rotation for each session or keeping the rotation for all sessions. In the latter case, for session 2 and all subsequent sessions set all the couples to 'Absent'[25] and get the couples to give their number or name when they arrive. The 'Couple names only' screen may be useful to facilitate quickly changing those present to 'Ready'[26].

(b) Alternatively, produce a printed table such as the one shown below and get couples to tick box as they enter each session.

Couple No.	Session 1	Session 2	Session 3	Session 4
1				
2				
Etc.				

When about to use system in each session asked whether all couples have marked sheet for current session and amend status of couples according to table. It may be easier to set all couples as Ready[27] and then change only those who are absent (on the basis that there will be fewer of those).

Annex G   Options

G.1   Other than for the Main screen, only features within the Dynamic facility are covered in this table.

G.2   Menu items listed below are those features listed along the line of screen just below the heading.

G.3   Any feature on the screen that has a letter underlined can be actioned by pressing Alt + that letter. The letter is shown in caps below for clarity but you do not have to use caps for the action to occur.

G.4   Toolbar buttons are the buttons in the row below the menu items. Their use can be read by placing the cursor over the button.

G.5   Most buttons within the body of the screen can be reached by pressing Tab the required number of times. Pressing 'Return' then activates the highlighted button.

G.6   A ✔ in a column means that the feature listed can be found at the place indicated by the column heading.

Feature	Screen	How activated					
		Menu layer 1	**Menu layer 2**	**Menu layer 3**	**Toolbar buttons**	**Screen buttons or fields**	**Other**
About SQROT	Main	Help				✔	Alt + A
'Absent'	Dynamic					✔	A, Right click
Add couple	Dynamic					✔	Alt + A Ctrl + A
Add N couples	Dynamic	Edit	✔				
Advanced	Dynamic	Tip	✔		✔		
Always in square 1	Dynamic					✔	
Auto scale	Rotation	Display	✔		✔		
Cards screen	Main	File	✔			✔	Alt + C
Close (quit)	All screens						Ctrl + Q
Close (quit)	Dynamic	File	✔				Ctrl + Q
Couple name (edit)	Dynamic					✔	
Couple names - Export to a list	Dynamic	Edit	✔				
Couple names - Import from a list	Dynamic	Edit	✔				
Couple names only	Dynamic	Display			✔		
Couples - Add N	Dynamic	Edit	✔				
Cycle status of current couple	Dynamic	Edit	✔				Ctrl + C
Dance name	Dynamic	Edit	✔			✔	
Delete a square from a tip	Dynamic	Tip	Advanced	✔			
Delete a tip	Dynamic	Tip	Advanced	✔			
Display	Dynamic	✔					Alt + D

Feature	Screen	How activated					
		Menu layer 1	**Menu layer 2**	**Menu layer 3**	**Toolbar buttons**	**Screen buttons or fields**	**Other**
Dynamic Rotation screen	Main	File	✔			✔	Alt + D
Edit	Dynamic	✔					Alt + E
Enable hot-key to Generate Next Tip	Dynamic	File	Settings	✔	Settings		
Enter user key	Main	File	✔				
Exit (quit)	Main	File	✔				Ctrl + Q
Export couple names to a list	Dynamic	Edit	✔				
File	Dynamic	✔					Alt + F
File	Main	✔					Alt + F
Flags	Dynamic					✔	
Flags column	Dynamic	Display	✔				
Four couples Sitout	Dynamic	File	Settings	✔	Settings		
Generate next tip	Dynamic	Tip	✔		✔		Ctrl + G[28]
Help	Main	✔					Alt + H
Import couple names from a list	Dynamic	Edit	✔				
Limit number of squares	Dynamic	File	Settings	✔	Settings		
List of recent rotations used	Dynamic	File	✔				
Lists of names screen	Main	File	✔			✔	Alt + L
Manually set next tip [29]	Dynamic	Tip	✔		✔		Ctrl + M
'Must dance'	Dynamic					✔	M, Right click
Name of dance	Dynamic	Edit	✔			✔	
New rotation	Dynamic	File	✔		✔		Ctrl + N
Next tip - Generate	Dynamic	Tip	✔		✔		Ctrl + G
Next tip is OPEN	Dynamic	Tip	✔		✔		
Open an existing rotation	Dynamic	File	✔		✔		Ctrl + O
Paid	Dynamic					✔	F5
Paid column	Dynamic	Display	✔				
Print	Dynamic	File	✔		✔		Ctrl + P
'Ready'	Dynamic					✔	R, Right click
Remove couple	Dynamic					✔	Alt + R, Ctrl + R or Delete

Feature	Screen	Menu layer 1	Menu layer 2	Menu layer 3	Toolbar buttons	Screen buttons or fields	Other
Set all to 'ABSENT'	Dynamic	Edit	✔				
Set all to 'MUST DANCE'	Dynamic	Edit	✔				
Set all to 'not paid'	Dynamic	Edit	✔				
Set all to 'READY'	Dynamic	Edit	✔				
Set all to 'SITOUT'	Dynamic	Edit	✔				
Settings	Dynamic	File	✔		✔		
Settings screen	Main	File	✔			✔	Alt + T
Show hints	Main	Help	✔				
Sit out every 2nd tip	Dynamic					✔	
Sit out every 3rd tip	Dynamic					✔	
'Sitout'	Dynamic					✔	S, Right click
Sort	Dynamic					✔ [30]	
Standard display	Dynamic	Display	✔		✔		
Static screen	Main	File	✔			✔	Alt + S
Statistics	Dynamic					✔	Alt + S, Ctrl + S, S
Student	Dynamic					✔	Alt + U, U
Student column	Dynamic	Display	✔				
Students evenly distributed	Dynamic	File	Settings	✔	Settings		
Students Must Dance each tip	Dynamic	File	Settings	✔	Settings		
Tag	Dynamic					✔	
Tag column	Dynamic	Display	✔				
Tip	Dynamic	✔				✔	
Tips 'Absent' column	Dynamic	Display	✔				
Tips Danced column	Dynamic	Display	✔				
Tips Out column	Dynamic	Display	✔				
Tweak 'Absent'/'Sitout'	Dynamic	Edit	✔				Right click
Tweak tip offset (1)[31]	Dynamic	Tip	Advanced	✔			
Undo all tips	Dynamic	Tip	✔		✔		
Undo current tip	Dynamic	Tip	✔		✔		Ctrl + U
User key	Main	File	✔				
View current tip	Dynamic	Tip	✔		✔		Ctrl + T

G.7   The Rotation Display screen provides information. To make changes to that information go back to the Dynamic Rotation screen.

Feature	Screen	How activated					
		Menu layer 1	**Menu layer 2**	**Menu layer 3**	**Toolbar buttons**	**Screen buttons or fields**	**Other**
Rotation Display screen (tip display screen)	Dynamic[32]						
Tip	Rotation	✔					
Generate next tip	Rotation	Tip	✔		✔		Ctrl + G
First tip	Rotation	Tip	✔		✔		
Previous tip	Rotation	Tip	✔		✔		
Next tip	Rotation	Tip	✔		✔		
Last tip	Rotation	Tip	✔		✔		
Select a specific tip	Rotation	Tip	✔		✔		
Protect mode	Rotation	Tip	✔		✔		
Close	Rotation	Tip	✔		✔		Ctrl + Q
Font, Color, Scaling	Rotation	Display	✔		✔		
Couple display	Rotation	Display	✔		✔		
Square display	Rotation	Display	✔		✔		
Grid display	Rotation	Display	✔		✔		
Statistics short	Rotation	Display	✔		✔		
Statistics long	Rotation	Display	✔		✔		
Sort by couple name	Rotation	Display	Sort	✔	✔		
Sort by index	Rotation	Display	Sort	✔	✔		
Autoscale	Rotation	Display	✔		✔		

1 This is an example endnote.
2 Display|Paid, press F5
3 Select couple, press R
4 Select couple, press S
5 Select couple, press A
6 Select couple, press M
7 Display Tag column, type data in lower Tag field
8 Display Student column, select couple, press U
9 Press keyboard button
10 Press keyboard button
11 Press keyboard button
12 Display Flags column, select 'Always in square 1'
13 Press OPEN TIP button
14 Press Undo all tips button
15 Select couple, press S
16 Select couple, press R
17 Display Flags column, select 'Out every 2nd tip'
18 Select couple, press R
19 Display Flags column, select 'Out every 3rd tip'
20 Select couple, press A

21 In Menu, select Edit | Set all to 'READY' or Select couple, press R
22 In Menu, select Edit | Set all to 'ABSENT' or Select couple, press A
23 Select couple and press Remove button
24 Select couple, press A
25 Select couple, press A
26 Select couple, press R
27 In Menu, select Edit | Set all to 'READY'
28 Can be changed. See Settings.
29 'Manually set next tip' is currently disabled.
30 Sort the columns in Dynamic screen by clicking on headings of column.
31 The 1 in Tweak tip offset (1) means that the current offset is 1.
32 The rotation screen or tip display screen is generated within the Dynamic screen either by generating a new tip or by viewing current tip.