AACE 2019 Computer Rotation Program Operator Instructions

1. The Basics

This sheet describes how to use the updated couples rotation program. This year, dancers scan in and out of a hall using bar code scanners. Each time dancers scan their bar codes, their names toggle from Absent to Ready, or from Ready to Absent. Computer operators only need to start up and shut down the computer, start and stop the rotation program, split and join couples, or set dancer attributes. The following steps outline the basic process.

1. At the start of the morning, afternoon, and evening sessions, start the program and get it ready for use (see paragraph 2).
2. Some tips are open. Next to the computer is a Table of Open Tips to tell you when they are. When it's time for an open tip, change the computer screen to show this (see paragraph 10).
3. Dancers scan themselves in and out using the bar code scanner (see paragraph 3).
4. Dancers can ask the operator to update who their partner is, whether they dance boy or girl, whether they are okay dancing with a single, etc. (see paragraph 5).
5. When the caller is ready, generate the next tip (see paragraph 6).
6. At the end of each session, set all dancers to Absent and shut down the program (see paragraphs 11 and 2).

You'll use two primary screens: the *Rotation List*, which lists all the dancers who have ever signed into the hall and lets you change dancer status and partner relationships; and the *Tip Display* , which displays the square assignments for the current tip.

Hint: The Rotation List has two displays: the Standard Display (default) shows more details, but the Condensed Display lists more dancers on the screen. It's easier to find dancers and change their dancer attributes using the Condensed Display. Click **Condensed Display** in the toolbar at the top of the Rotation List display to use that display. The following descriptions assume you are using the Condensed Display.

2. Start/Stop the Rotation Program

To **start** the rotation program and get it ready for dancers, follow these steps:

1. Turn on the computer.
2. Double-click the program icon ( ) and then click **Current Rotation**..
3. Click **Yes** when you're prompted to start the scanner and to turn on remote access.
4. Hit **Enter** when you're prompted for a password for the remote access; there is no password required.

To **stop** the program, type **Ctrl+Q** as many times as necessary to exit the program.

3. Scan In or Out

Dancers scan themselves in and out using the bar code scanner. Dancers who are members of a couple must scan-in individually. They can scan any time the program is running, regardless of what display is active at the time. Each time they scan their bar code, their name switches states between Ready and Absent. Their new state appears for them to verify, as shown in the preceding image. Dancers who scan themselves out remain Absent until they scan in again. When dancers scan into the hall for the first time, they are automatically added to the Rotation List unless they are unknown to the local computer. The next section explains how to handle unknown dancers.
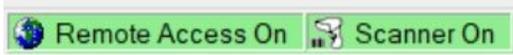
If you're working on the computer and the scan-in pop-up is distracting, you can temporarily turn off the scanner by clicking the **Scanner On** button at the bottom of the screen. When you're done, click it again to turn on the scanner.

---

4. Handling Unknown Dancers [Rotation List Display]
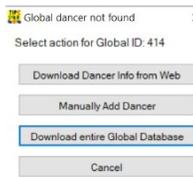
 Occasionally, a dancer who is unknown to the local computer will scan in, which requires operator action for them to be added the Rotation List. At the prompt, select **Download entire Global Database** to refresh the local copy of the dancer table. The unknown dancer is now recognized and automatically added to the rotation.

5. Change Dancer Attributes [Rotation List Display]
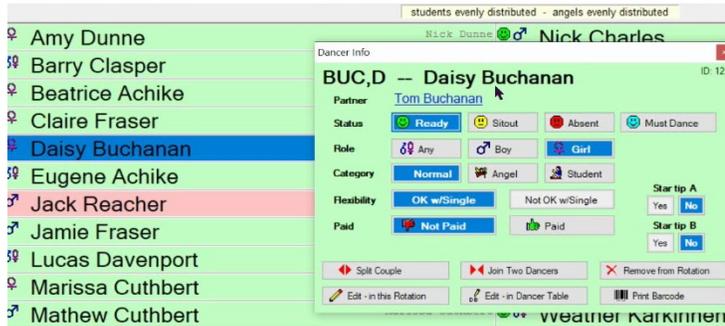
 Sometimes dancers want their dancer attributes changed. The three main things they can change are their partner pairing, the role they are willing to dance, or whether they're okay dancing with a single dancer. To change any of these settings, right-click the dancer name to display their profile. Make the changes as follows.

1. **Join or Split Partners:** If two single dancers want to register as permanent partners, right-click one of their names and select **Join Two Dancers**. Select the partner from the list that appears. If either dancer is already registered as having a partner, you must first split them from their current partner before they can be joined with a new one. Right-click their name and select **Split Couple**.

2. **Change Role**: To change whether a dancer can dance as Boy, Girl, or Any, click the desired role.

3. **Not OK w/Single:** This is used to indicate the dancer does not want to be paired with singles, only with their partner. When selected, they only dance with their partner. If their partner is Absent, they do not dance.

6. Generate the Next Tip – Ctrl+G [Rotation List Display or Tip Display]

To generate the next tip, type **Ctrl+G**, or click **Generate Next Tip** in the tool bar at the top of the screen. The tip is generated and the Tip Display appears.

7. Most Readable Tip Display [Tip Display]

To get the most readable and complete square assignments display on the Tip Display screen, you can adjust the size of the font or the number of columns displayed. These controls are at the top right of the screen ( )

Three columns is usually the best setting in most halls. Click the icon until you see all the rows, and then click the icon until the display is as large as possible without any dancers falling off the list. To get slightly more space, click the icon to remove some header lines.

8. Undo Generated Tip - Ctrl+U [Rotation List Display]

To undo a tip in the Tip Display so that you can make a change, return to the Rotation List Display (type **Ctrl+Q** to exit Tip Display). In the Rotation List Display, press **Ctrl+U**, or click **Undo Tip** in the tool bar at the top of the screen.

Do *not* **click Undo All Tips** – that undoes *all* previously generated tips and restarts the rotation from scratch.

9. End of Tip – Ctrl+Q [Tip Display]

At the end of the tip, type **Ctrl+Q** to return to the Rotation List Display.

10. Open Tip [Rotation List Display or Tip Display]

To show an Open Tip, click the **Open Tip** box in the tool bar at the top of the screen. When the dialog box appears, click **Open Tip**, and then **OK**.

At the end of the Open Tip, click **Close** at the bottom the screen, or type **Ctrl+Q** to return to the Rotation List screen.

11. End of Session [Rotation List Display]

At the end of each session, set all dancers to Absent. Click **Status** in the Menu Bar at the top of the screen, and then click **All to Absent.** You can also select all dancers and type **A**.