
SWIPS USER MANUAL

Version 1.1

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1. Introduction

This manual is a basic introduction of SWIPS application. SWIPS is dedicated to simplifying the life of tournament organizers.

In every tournament, there are a few steps you have to take in order to organize it successfully. We made a list of ten most important and vital things that every organizer has to prepare and decide:

1. The goal of the tournament.

In the beginning, it is necessary to clarify why we are organizing the tournament, what is the goal and vision of the tournament and whether we do it for the joy of the play, profit or other reasons.

2. Selection and sign up of the players.

It is important to decide which players you invite to the tournament. There are several possibilities - contact specific players and have tournament closed, open the tournament for anyone or state clear conditions (etc. FIDE rating range).

3. Tournament system.

Next step is to determine which tournament system we are going to use. The tournament system heavily depends on the number of players in the tournament. The tournament can be played with etc. round robin or a favorite Swiss system.

4. Date of the tournament.

We recommend specifying the exact date of the tournament a lot in advance. Be aware not to collide with other similar events. It is common to have tournament that takes more than one day. If this is the case, you should find and recommend the best accommodation for the players in the tournament area.

5. Preparation of the place and equipment.

It is necessary to arrange and book a suitable space where players have a peaceful atmosphere to play the game. Another important thing is to provide enough tables, chairs, chessboards, chess clock and so on. You have to determine the prize for the tournament winner or other prizes - the price for the best game, the price for the oldest player, etc.

6. Promotion and invitation.

The next step is to reach out to players, send tournament proposals or promote the tournament on the internet, using leaflets, contacting clubs, etc.

7. Catering.

Besides preparing the conditions for the game itself, it is appropriate to ensure at least a basic catering for players. We recommend having the food and drinks in a separate room. The basic catering should contain some light meals, water, coffee, and some additional snacks.

8. Referees.

There should be at least one referee present on every tournament. If you do not have a referee, you should designate someone with this authority.

9. Tournament.

During the tournament, you will need responsible and helpful people who help you to ensure that the tournament is going well.

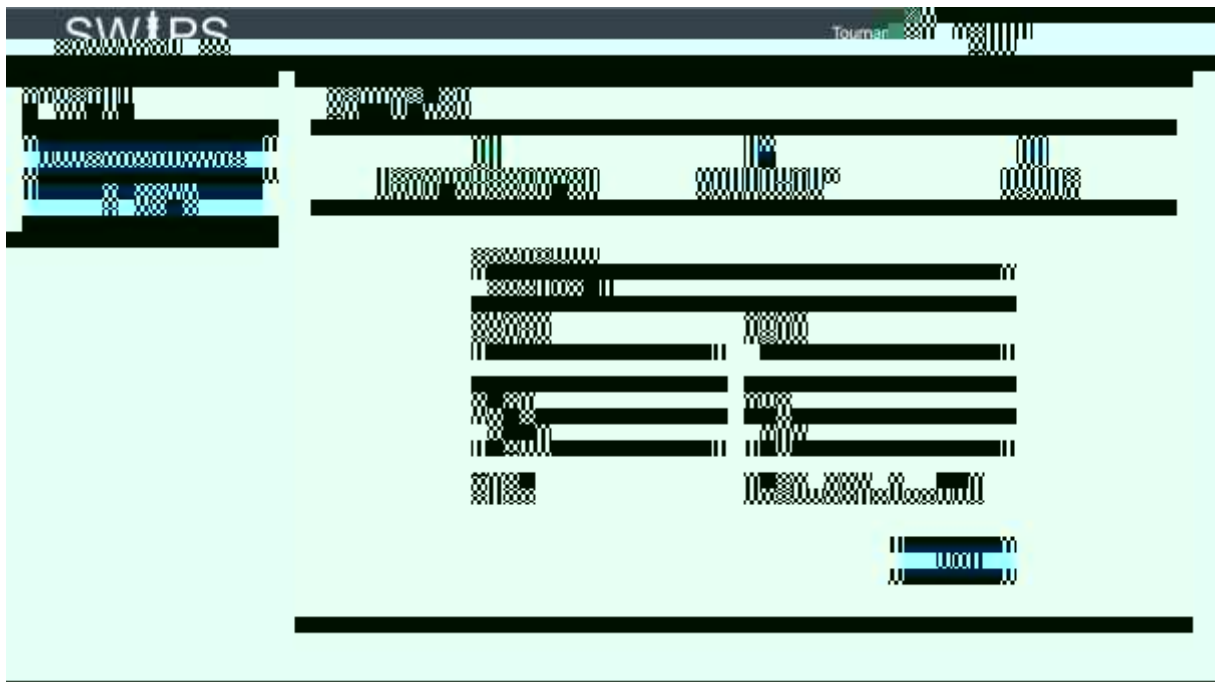
After you thought about these things, you are ready to use our system.

2. Create a tournament

The first step is to create the tournament in the SWIPS application.

Basic information

You should go to the URL (https://swips.eu/sk/tournaments/creator/new_tournament) and start to fill up the required fields. After you fill up all information click on the button **Next**.

The image shows a screenshot of the SWIPS application's tournament creation interface. The page has a dark header with the SWIPS logo on the left and navigation links like 'Tournament' and 'My profile' on the right. Below the header, there are several form fields for entering tournament details. The fields include: 'Tournament name' (a text input field), 'Date from' (a date picker), 'Date to' (a date picker), 'Country' (a dropdown menu with a search icon), 'City' (a dropdown menu with a search icon), and 'Public' (a checkbox). At the bottom right of the form area, there is a 'Next' button. The background of the page is a light blue color.

Tournament name – specify the name of your tournament

Date from – specify when is the first day of your tournament (date format depends on the language you have chosen e.g. YYYY-MM-DD for English)

Date to – specify when is the last day your tournament (date format depends on the language you have chosen e.g. YYYY-MM-DD for English)

Country –insert first few characters of the name of the country (in which you organize tournament) in the English language and click on one of the suggested names in the select box

City – be sure you have filled country and then insert few first characters of the name of the city (in which you organize tournament) and click on one of the suggested names in the select box

Public – check if you want your tournament to be publicly visible and any player can join.

Start registration immediately – check if you want to allow players to join your tournament right after you create it

Membership

Choose how big your tournament will be and which features of SWIPS you want to use. There are three options to choose from – **Basic**, **Premium**, and **International**. Choose by clicking on the column with the desired membership. You can choose from 1-month membership (ideal if you organize only 1 tournament), 3-months membership or 12-months membership. After you choose your membership click on the button **Next**.

The screenshot shows the 'New tournament' page in the SWIPS application. The page is divided into three sections: 'BASIC INFORMATION', 'MEMBERSHIP', and 'RULES'. The 'MEMBERSHIP' section is currently active, showing three options: Basic, Premium, and International. The Premium option is selected, indicated by a green circle and a checkmark. Below the membership options, there is a table comparing features across the three membership levels. The Premium membership is priced at 5€ per month, while the International membership is priced at 10€ per month. The Basic membership is priced at 0€.

	Basic	Premium	International
Number of players	20	60	-
Number of rounds	5	10	-
Number of tiebreaks	1	3	-
Number of categories	1	3	-
Swiss system (Dutch)	✓	✓	✓
Round-robin	✓	✓	✓
Demo tournament	✓	✓	✓
Price	0€	From 5€ per month	From 10€ per month

[Show full features list](#)

[Back](#) [Next](#)

Membership types and pricing

Basic		Premium		International	
For small local tournaments		More features for larger tournaments		Full feature set and support for extra large tournaments	
• Number of players:	20	• Number of players:	60	• Number of players:	~
• Number of rounds:	5	• Number of rounds:	10	• Number of rounds:	~
• Number of tiebreaks:	1	• Number of tiebreaks:	3	• Number of tiebreaks:	~
• Number of categories:	1	• Number of categories:	3	• Number of categories:	~
• Swiss system (Dutch):	✓	• Swiss system (Dutch):	✓	• Swiss system (Dutch):	✓
• Round-robin:	✓	• Round-robin:	✓	• Round-robin:	✓
• Demo tournament:	✓	• Demo tournament:	✓	• Demo tournament:	✓
• Share results on facebook:	✓	• Share results on facebook:	✓	• Share results on facebook:	✓
• Projector view:	✓	• Projector view:	✓	• Projector view:	✓
• Public tournament:	✓	• Public tournament:	✓	• Public tournament:	✓
• Add photos from tournament:	✗	• Add photos from tournament:	✓	• Add photos from tournament:	✓
• Email players:	✗	• Email players:	✓	• Email players:	✓
• Notify players in SWIPS:	✗	• Notify players in SWIPS:	✓	• Notify players in SWIPS:	✓
• PDF export:	✗	• PDF export:	✓	• PDF export:	✓
• Export To Csv:	✗	• Export To Csv:	✗	• Export To Csv:	✓
• Export To Excel:	✗	• Export To Excel:	✗	• Export To Excel:	✓
• Set forbidden pairings:	✗	• Set forbidden pairings:	✓	• Set forbidden pairings:	✓
• Add tournament logo:	✗	• Add tournament logo:	✓	• Add tournament logo:	✓
• Export game records (PGN):	✗	• Export game records (PGN):	✓	• Export game records (PGN):	✓
• Multilingual tournament detail:	✗	• Multilingual tournament detail:	✗	• Multilingual tournament detail:	✓
• ELO change prediction:	✗	• ELO change prediction:	✗	• ELO change prediction:	✓
• Promo on SWIPS facebook:	✗	• Promo on SWIPS facebook:	✗	• Promo on SWIPS facebook:	✓
• Export players' emails:	✗	• Export players' emails:	✗	• Export players' emails:	✓
• TRF export (tournament report file):	✗	• TRF export (tournament report file):	✗	• TRF export (tournament report file):	✓
• Edit pairing:	✗	• Edit pairing:	✗	• Edit pairing:	✓

	1 month	3 months	12 months
Basic	0	0	0
Premium	€10	€21	€60
International	€15	€36	€120

Rules

Choose rules of your tournament. After you fill all fields click on button **Save**.

The screenshot shows the 'New tournament' form in the SWIPS system, with the 'RULES' tab selected. The form is divided into three sections: 'BASIC INFORMATION', 'MEMBERSHIP', and 'RULES'. The 'RULES' section contains the following fields:

- Tournament system:** Swiss
- Round count:** 5
- Match tempo:** Normal
- Rating:** National
- Tiebreak:** Choose a tiebreak (Buchholz is selected)
- Points assignment:** Olympic - W:3.0, L:0.0, D:1.0, B:3.1

Buttons for 'Back' and 'Save' are located at the bottom of the form.

Tournament system - For every tournament, there has to be a system by which opponents for player choose. The most common is Swiss. If you have less than 10 players, we strongly recommend using Round Robin or Double Round Robin

Round count – If you chose Swiss system, you should specify the number of rounds (plays) players would play.

Match tempo - The maximum duration of one game. Blitz is for 0..10 min per player, Rapid 10..60 min. and Normal for more than 60 min.

Rating – Is it national (**National**), international (**FIDE**) or informal (**None**) tournament?

Tiebreak – Chess tournaments are played according to different tournament systems. However, almost every system happens that some of the players have the same amount of points at the end of the tournament. In the past, the players were placed on shared places or they played an additional game to decide their ranking. A majority of chess tournaments played today have some additional criteria to decide the final ranking of players. Tiebreaks are not unified – there is a whole range of them and every single tournament has clearly stated what happens if there is an equality of points among players.

For Swiss chess tournaments for individuals (not teams), FIDE recommends - in an Annex to the FIDE Tournament Regulations regarding tiebreaks:

- The result of the direct encounter(s) between the players (if any)
- The greater number of wins
- The greater number of games with Black (unplayed games shall be counted as played with White)

- The Average Rating of Opponents Cut (the average rating of opponents, excluding one or more of the ratings of the opponents, starting from the lowest-rated opponent)
- Buchholz Cut 1 (the Buchholz score reduced by the lowest score of the opponents)
- Buchholz (the sum of the scores of each of the opponents of a player)
- Sonneborn-Berger

Points assignment – How many points will a player get if he wins, draw, lose or bye (he has no opponent).

3. Registration/Login

If you want to save the tournament you need to be registered or logged in. If you already have the SWIPS account click on **Log in** next to Sign up to SWIPS text. Otherwise, continue with registration.

The screenshot shows a registration form with the following elements:

- Header: "Sign up to SWIPS | Log in" with a close button (X) on the right.
- Form fields:
 - Email** (with a help icon): A text input field containing the placeholder "Email".
 - Password** (with a help icon): A text input field containing the placeholder "Password (min. 6 chars)".
 - Password confirmation** (with a help icon): A text input field containing the placeholder "Password confirmation".
- Agreements:
 - I agree with marketing data storing and processing
 - I accept the Terms of Service
- Footer:
 - Link: "Register with Facebook"
 - Button: "Sign up" (blue)

Email – insert your email, which will be used as username

Password – choose a password by which you will authorize yourself (minimum is 6 characters)

Password confirmation – insert the same password as in the previous field

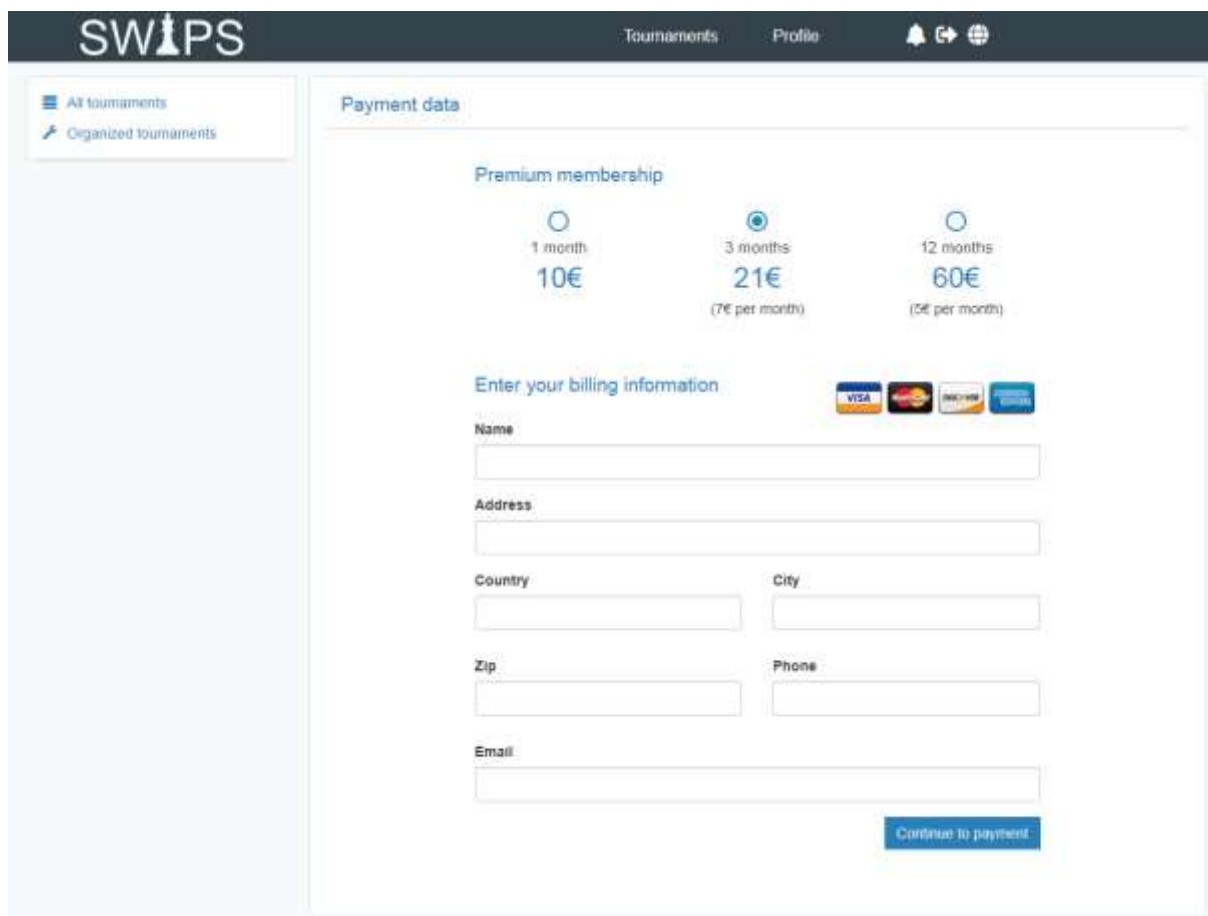
I agree with marketing data storing and processing – check if you agree with the use of your data for marketing (<https://chess.swips.eu/privacy-policy>)

I accept the Terms of Service - check if you agree with our Terms of Service (<https://chess.swips.eu/privacy-policy>)

Register with Facebook – check if you want to use your Facebook account for login to the SWIPS application

4. Payment

If you choose premium or international membership and you do not yet own one, you are redirected to the payment.



The screenshot shows the 'Payment data' page on the SWiPS website. At the top, there is a navigation bar with 'Tournaments' and 'Profile' links, and a notification bell icon. The main content area is titled 'Payment data' and features three membership options under the heading 'Premium membership':

- 1 month: 10€
- 3 months: 21€ (7€ per month)
- 12 months: 60€ (5€ per month)

Below the membership options is a section titled 'Enter your billing information' with a 'Continue to payment' button. The form includes the following fields:

- Name
- Address
- Country
- City
- Zip
- Phone
- Email

Payment icons for Visa, Mastercard, and others are visible in the top right of the form area.

First of all you should select how long you want your membership to last. We do not charge recurring payments so every payment is only one-time. You select by clicking on **radio check box** () or the price or the duration of membership. We need this information for the tax purposes.

Name – specify your full name

Address – specify your Home Street and number

Country – specify name of your country in English language

City – specify name of your city

Zip – specify your zip/post code

Phone – specify your phone, where we can contact you in case of any problems


Email – specify your email, where we can contact you in case of any problems

After you fill up all fields, you should click on the left bottom button “Continue to payment”. You will be redirected to the payment gate, where you should enter information from your credit or debit card. You can pay in EUR currency and your card provider will automatically exchange it for your local currency.

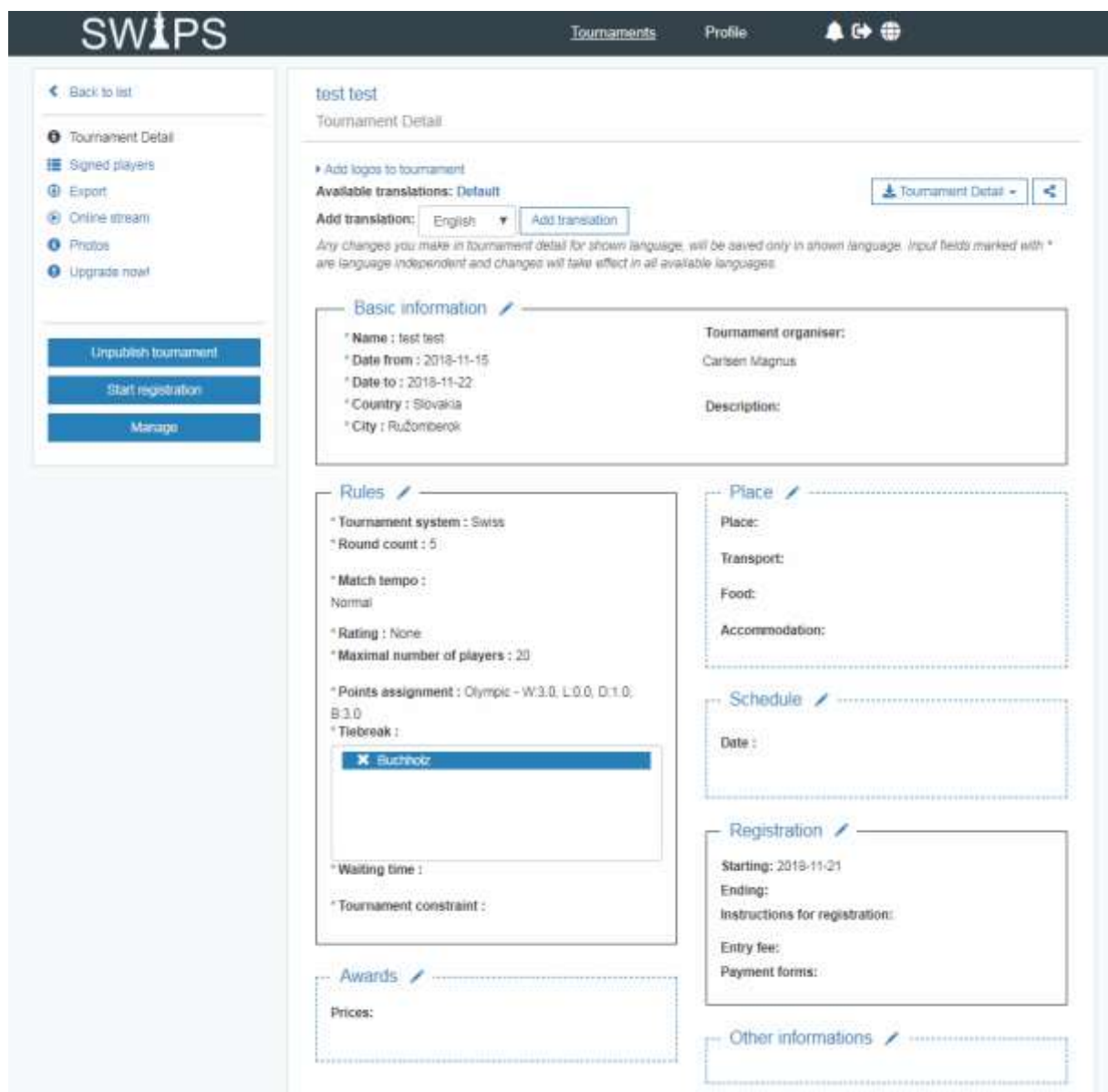
5. Add tournament details

After you create the tournament, you will be redirected to the tournament detail screen. Another option how to get to the tournament detail is to click on the tournament name in this page -

<https://chess.swips.eu/en/organisations>

In this screen, you can add all information about your tournament, which is visible to players and persons interested in your tournament. To edit any information click on **pencil** () located next to the module heading.

After you edit or add all information you wish, you should click on the Manage button in the left menu to go to the tournament management.



The screenshot shows the SWIPS tournament detail management interface. The header includes the SWIPS logo and navigation links for Tournaments and Profile. The main content area is titled "test test" and "Tournament Detail". It features a left sidebar with navigation options: "Back to list", "Tournament Detail", "Signed players", "Export", "Online stream", "Photos", and "Upgrade now!". Below these are buttons for "Unpublish tournament", "Start registration", and "Manage". The main content area is divided into several sections, each with a heading and a pencil icon for editing:

- Basic information**: Fields for Name (test test), Date from (2018-11-15), Date to (2018-11-22), Country (Slovakia), City (Ružomberok), Tournament organiser (Carlsen Magnus), and Description.
- Rules**: Fields for Tournament system (Swiss), Round count (5), Match tempo (Normal), Rating (None), Maximal number of players (20), Points assignment (Olympic - W:3.0, L:0.0, D:1.0, B:3.0), Tiebreak (Buchholz), Waiting time, and Tournament constraint.
- Place**: Fields for Place, Transport, Food, and Accommodation.
- Schedule**: Field for Date.
- Registration**: Fields for Starting (2018-11-21), Ending, Instructions for registration, Entry fee, and Payment forms.
- Awards**: Field for Prices.
- Other informations**: Empty field for additional information.

You can edit these modules:

- Basic information – basic information about your tournament
 - **Tournament name** – specify the name of your tournament
 - **Date from** – specify when is the first day of your tournament (date format depends on the language you have chosen e.g. YYYY-MM-DD for English)
 - **Date to** – specify when is the last day your tournament (date format depends on the language you have chosen e.g. YYYY-MM-DD for English)
 - **Country** –insert first few characters of the name of the country (in which you organize tournament) in the English language and click on one of the suggested names in the select box
 - **City** – be sure you have filled country and then insert few first characters of the name of the city (in which you organize tournament) and click on one of the suggested names in the select box
 - **Tournament organizer** – You can choose if your name should be visible, and also add other tournament organizers to the tournament. If you add tournament organizers and they are registered in SWIPS, they will get edit rights (they can add results, pair players, etc.) to your tournament.
 - **Description** – Short description of your tournament
- Rules
 - **Tournament system** - For every tournament, there has to be a system by which opponents for the player choose. The most common is Swiss. If you have less than 10 players, we strongly recommend using Round Robin or Double Round Robin
 - **Round count** – If you chose Swiss system, you should specify the number of rounds (plays) players would play.
 - **Match tempo** - The maximum duration of one game. Blitz is for 0..10 min per player, Rapid 10..60 min. and Normal for more than 60 min.
 - **Rating** – Is it national (**National**), international (**FIDE**) or informal (**None**) tournament?
 - **Tiebreaks** – Chess tournaments are played according to different tournament systems. However, almost every system happens that some of the players have the same amount of points at the end of the tournament. In the past, the players were placed on shared places or they played an additional game to decide their ranking. A majority of chess tournaments played today have some additional criteria to decide the final ranking of players. Tiebreaks are not unified – there is a whole range of them and every single tournament has clearly stated what happens if there is an equality of points among players.
 - **Points assignment** – How many points will the player get if he wins, draw, lose or bye (he has no opponent).
 - **Maximum number of players** – How many players can play in your tournament
 - **Waiting time** – how long will you wait for the missing player when the round starts. After this time, missing player will lose the match.
 - **Tournament constraint** – If the tournament has any constraint for players (e.g their rating should be higher than 2000, only for girls younger than 15).
- Awards
 - **Prices** – You can specify different prices for different categories of players

- **Categories** – You can add a category in which players will be honored with price
- Place
 - **Place** – You should specify where your tournament would be held
 - **Transport** – You should specify how to get there
 - **Food** - You should specify if you will provide players with food and what food
 - **Accommodation** – You should specify if it is possible for players to take accommodation and for what price
- Schedule
 - **Date** – You should specify what will be the schedule of your tournament for every day
 - **Description** – Describe what will happen on that day
- Registration
 - **Starting** – Players can register to your tournament from this date
 - **Ending** – The registration for the players will be ended on this date
 - **Instructions for registration** – You should provide information on how the players can register
 - **Entry fee** - You should provide information on how much will it costs for the player to play on your tournament
 - **Payment forms** – You should provide information how can player pay an entry fee
- Other information
 - free text for additional information

6. Tournament management

This is the main page for the tournament organizer. You can add tournament players, add results, pair and much more. There are 11 screens:

- Players – You can add, approve, disapprove, invite and confirm players to the tournament
- Pairing – You can pair and unpair players, add forbidden pairings and remove players from some rounds
- Rank – You see rank for every round here
- Results – you can add results after every round here
- Export and import – you can export tournament files (FIDE file, results, ranking, pairing, trf file, png files) here and share your tournament to the Facebook and Twitter
- Settings – You can edit the tournament system, round count, match tempo, rating, tiebreaks, and points assignment
- Notifications – You can notify all players who are registered on SWIPS with the information
- E-mails – You can send email to all players who have an email with the information
- Player contacts – You can see players email
- Online stream – You can import online stream to the tournament
- Upgrade now! – You can upgrade your membership

7. Add tournament players

Before you can begin your tournament, you have to add players to it. It is possible in tournament management in players section.

The screenshot shows the SWIPS tournament management interface. The top navigation bar includes 'Tournaments' and 'Profile'. The left sidebar contains a menu with options like 'Players', 'Pairing', 'Rank', 'Results', 'Export and import', 'Settings', 'Notifications', 'E-mails', 'Player contacts', 'Online stream', and 'Upgrade now!'. The main content area is titled 'test test' and 'Players'. It features a form to 'Add player' with fields for 'Name', 'Surname', 'Rating', and 'State'. Below the form is a blue 'Add player' button. There are four tables, each with a 'List is empty' message and a 'No data available in table' message. The tables are: 'Confirmed players', 'Pre-registered players', 'Disapproved players', and 'Invited players'. Each table has a header with columns: Name, Club, Categories, Year, Rating, and Actions. The 'Invited players' table has columns: email and Status.


Add players

1. Name – You should specify the first name of the player and wait for the list of all official players. If your player is not in the list, continue to the next field. If it is in the field, click on his name.
2. Surname - You should specify the last name of the player and wait for the list of all official players. If your player is not in the list, continue to the next field. If it is in the field, click on his name.
3. Rating – You should add players rating. If you do not know the standard is 1000 for new chess players.
4. State - insert first few characters of the name of the player home country in the English language and click on one of the suggested names in the select box
5. Club – You should insert the name of the players club or leave empty
6. Categories – You should specify for which categories will the player play


Edit players

If you want to edit the player, click on the icon  next to the player's name in the players table.

Approve players

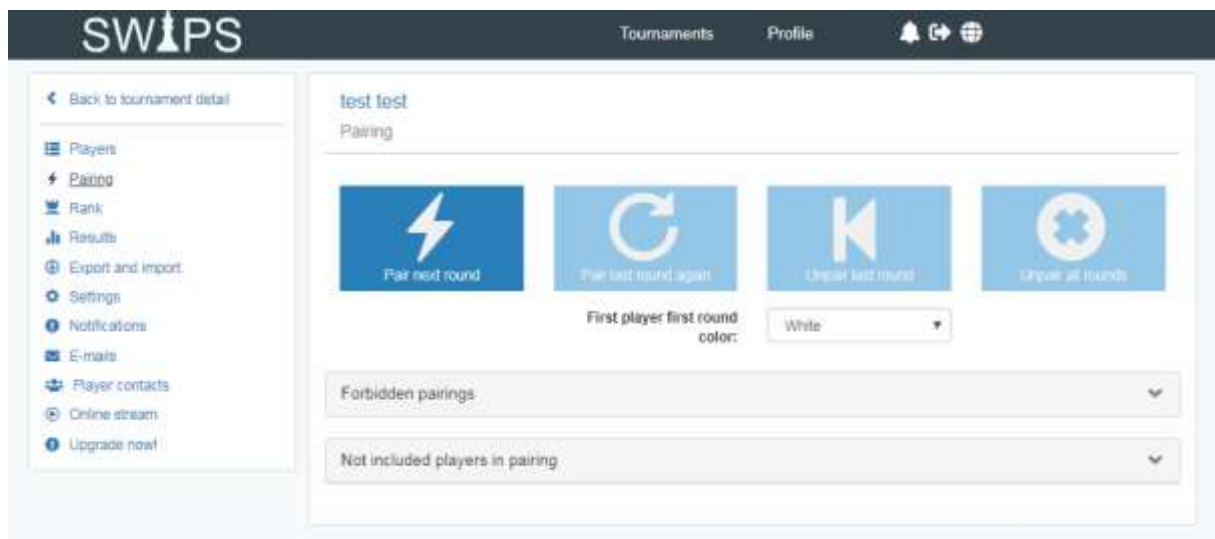
If you want to edit player, click on the icon  next to the player's name in the Pre-registered player's table or Disapproved players table.

Disapprove players

If you want to edit player, click on the icon  next to the player's name in the Pre-registered player's table or players table.

8. Pair players

After you added and approved all tournament players, you can pair them in the Pairing section.



Pair players

If you want to pair players for the next round, click on the Pair next round button.



Add forbidden pairing

If you want to add forbidden pairings click on the "Forbidden pairings" tab and choose which players should not play together and in which rounds (from which round to which round).

Forbidden pairings				
Player 1	Player 2	From	To	Actions
Hros Roman	Hros Roman	1	7	Add pair

Do not pair player

If some player is not available for round, you should remove him from the pairing (from which round to which round)

Not included players in pairing			
Player	From	To	Actions
Hros Roman	1	7	Do not pair

9. Add results

After your paired players and they played the round you should enter results of the play. To enter result click on the button with the result in the Results column. After you entered all results, you can go back to Pairing tab to pair next round.

← Back to tournament detail

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Results

1. round 2. round 3. round 4. round 5. round 6. round 7. round 8. round 9. round

Find by name

Table	White player	Rating	Result	Rating	Black player
1.	11 Zemlickova Z.	0	1:0 0.5:0.5 - 0:1	2054B	1 Hros R.
2.	10 Nag S.	0	1:0 0.5:0.5 - 0:1	2002F	3 Kolenak M.
3.	7 Ganaj M.	1609F	1:0 0.5:0.5 - 0:1	1649F	5 Hrska S.
4.	4 Mraz M.	1964F	1:0 0.5:0.5 - 0:1	0	9 Dzurkova D.
5.	2 Lebar E.	2001B	1:0 0.5:0.5 - 0:1	0	13 Taldik T.
6.	16 Žigmundova V.	0	1:0 0.5:0.5 - 0:1	0	15 Krajčovič T.
7.	6 Sulgan B.	1824F	1:0 0.5:0.5 - 0:1	0	17 Behú M.
8.	14 Baranovicova E.	0	1:0 0.5:0.5 - 0:1	0	12 Lovič J.
9.	8 Valkova V.	0	1:0	-	BYE

10. Finish tournament

After you paired all rounds, you will be notified that all rounds were already paired (after you click on Pair next round button). The tournament is in this moment finished.

← Back to tournament detail

All rounds were already paired

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Pairing

Forbidden pairings

Not included players in pairing