DATA INPUT OPERATOR TRAINING MANUAL

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Introduction

The data input operator (DIO) is an important position on the officials' stand at any skating event run in the Cumulative Points Calculation (CPC) system. Using a touch screen or similar system, the DIO accurately records all decisions ("calls") made by the technical panel.

The technical panel is composed of three individuals: technical controller (TC), technical specialist (TS) and assistant technical specialist (ATS). The DIO is seated beside the TC and, for communication purposes, is linked to all three technical officials through a headset. The TS, assisted by the ATS, verbally identifies the performed elements and assigns a specific level of difficulty for each one. They may call illegal or additional elements, falls and/or bonuses (illegal elements, additional elements and bonuses are usually identified during the review time by the TC, in collaboration with the technical panel. A fall within an element may or may not be called, depending on the discipline and the category). The TC monitors the DIO while the calls are being recorded and authorizes or corrects all calls upon completion of each performance.

Additionally, an instantaneous video replay system operated by a video replay operator (VRO) supports the technical panel in the identification of the performed elements. The DIO has the ability to operate the video replay function on his/her monitor (Skate Canada system only) when the technical panel requests to review an element. The video replay function has multiple motion viewing options. This allows the technical panel to review elements and ensure that the correct call was made.

DIO Role Defined

The data input operator (Skate Canada Rule Book Competitions 3.1):

- Inputs the elements as called
- Inputs the levels of difficulty of the elements as called
- Inputs the deductions as called
- Provides support to the TC for managing the review process

- Corrects recorded calls as instructed by the TC
- Indicates additional elements identified by the calculation software to the TC
- Inputs the bonus as instructed by the TC or indicates when the bonus is automatically added by the calculation software
- Reads the final list of elements to the TC

Competencies Required:

1. Technical Knowledge

   - Is familiar with the various types of elements associated with the event
   - Knows the technical terminology associated with the event (downgraded, under-rotated, bonus, well-balanced program, etc.)
   - Uses the input codes accurately to record each call and knows the full name of the element for call-back purposes
   - Is familiar with the layout of the data entry screen specific to each discipline
   - Alternates easily between the methods of data entry: touch-screen or mouse-assisted, as needed
   - Has good comprehension of current element identification codes

2. Calling Process

   - Follows the directions of the TC
   - Listens for the pre-call and prepares for the actual call in an attentive manner
   - Inputs the identified element within the time constraints of the live performance, coupling quickness with accuracy

3. Review Process

   - Communicates the end of performance/beginning of the review process transition clearly and accurately
   - Follows the directions of the TC regarding how the reviews are to be conducted
   - Uses effective listening and clarification techniques to understand the nature and results of the reviews
   - Inputs, changes, adds, deletes or otherwise modifies an identified element, at the direction of the controller, within the time constraints of the live performance, coupling quickness with accuracy

4. Personal Qualities and Teamwork

   - Is a current registrant or member of Skate Canada
   - Respects the Skate Canada Code of Ethics
   - Works within a team environment, acknowledging and accepting each member of the technical panel's individual responsibilities as well as the technical team's

responsibilities
- Maintains a quiet, calm and attentive demeanour during the entire event
- Speaks clearly and concisely
- Uses effective ways to request clarifications or alterations in process from the technical panel when necessary
- Wears appropriate, warm, professional attire
- Acts in a professional, respectful and confidential manner before, during and after the event

*While DIOs and VROs are not officials, it is important that these individuals are informed of the expectations of anyone sitting on a judging panel regarding respecting the confidential nature of discussions held and maintaining the integrity of the sport.

Overview of Onsite Duties

Pre-event

- Meet with the VRO
  o Learn which video replay system is being used for the event. The DIO will play back the video if the event uses the Skate Canada replay system and the VRO will play back the video if the event uses the ISU Cutter system.
- Meet with the technical team.
  o Learn each member's name and become aware of everyone's voices. During the performance, it is not always possible to look at the person speaking; meeting everyone beforehand will help.

During the Warm-up

- Confirm that the correct event category is displayed at the top of the input screen.

Prior to the Performance

- Verbally confirm the skater's/team's name on the screen to ensure that it matches the planned program sheet that the tech panel is preparing to use.
  o DIO confirms verbally, "First skater,_____(first and last name) is on the screen."
  o The DIO continues to verbally confirm each skater/team prior to each subsequent performance.

During the Performance

- Stay calm and quiet.
  o Avoid unnecessary anecdotes, words or comments as these can interfere with the accuracy of the process and the concentration of the technical panel.
- Enter the calls as they are identified.

- Input all the information for an element. It is possible that the identification of an element can take several seconds. The TS will verbalize all the information that he/she wishes to have entered. Do not enter any information that was not stated by a member of the technical panel.
- Indicate any reviews that the technical panel would like to consider using the "Review" button. One or more members of the technical panel will say "Review" generally immediately following the initial call.
- If an input error has been made, say "Review" and identify the request. The TC will make time after the performance for the DIO to make a correction.
- The element does not appear on each judge's screen until the DIO inputs the call, therefore, inputting must be done quickly. Any mistakes made can be corrected after the performance.
- Enter falls as identified.

Conclusion of the Performance

- When the skater/team stops moving and the program is finished the validation process begins.
- Select the "Validate Elements" button.
    - A fresh screen with all the inputted calls will appear.
    - Additional input options will appear: "Add/Change", "Cancel", "Insert", "Delete", "Invalid", "Video Replay" and "Well Balanced".

Reviews

To ease the transition to the review process, follow the script:

DIO: *"There are (# of elements) elements and (# of reviews) reviews. The first review is on element number (say element #); the (say element name)."*

These two sentences state the relevant information as well as provide the VRO with direction for the preparation of the video replay (if using ISU Cutter system).

The TC leads the review process and will verbally request that the DIO leaves an element as originally inputted or that the element is altered to reflect the technical panel's decision.

At events using the Skate Canada video replay software, the DIO is responsible for the replay of elements during the review process. To toggle the screen to video replay mode select the "Video" button. Once in video replay mode, available options for replay will include Fast Forward, Slow Forward, Pause, Rewind, Play, and Stop. These options should be used at the direction of the TC.

The technical panel will go through each review, one by one. Some reviews may not need video replay; therefore, it is important to always follow the direction of the TC.

Once an element has been reviewed, the TC will confirm verbally that the call has a) *not been changed or b) has been changed*.

Example a)
After review the call has not
changed. TC: *"The call stands"*
DIO: no verbal confirmation required from the DIO in this scenario.

Example b)
After review the call has been changed.
TC: *"Please change element number 4 to camel spin level 2."*
DIO: *"Changed"*

Read-back and Finalize

When the reviews are complete, the TC will instruct the DIO to press the "Well Balanced Program" button. This may change some elements (e.g., a combination or jump might change to a sequence or an element might be invalidated). The DIO must notify the TC any time an element has been changed by the "Well Balanced Program" button (changes will be highlighted in pink).

Finally, upon instruction from the TC, verbally confirm the following:
1. Read back all the elements listed on the screen to ensure accuracy of inputs. Use the full name of the element including the level or any additional notes rather than the abbreviation.
2. Number of falls (if no falls – say *"no falls"*).
3. Number of bonuses (if any appear when *"Well Balanced"* has been selected).
4. Number of illegal elements (if any appear when *"Well Balanced"* has been selected).

An example of a singles free program read-back:
"12 elements:
Triple Salchow
Double Axel, double toe, combination
Triple toe
Flying sit spin, level
1 Double Axel
Double flip
Triple toe, downgraded, double toe, combination
Double Lutz, attention edge
Flying, change, combo spin, level 3, V
Choreographic sequence, level 1
Double loop
Change combo spin, level 3
One fall
No bonus"

Once confirmed by the TC that all elements have been entered properly, the DIO will be advised to "finalize elements." The DIO will press the "Finalize Elements" button and prepare for the next competitor.

SINGLES

Prior to Performance

The data entry screen, before a skater begins, appears as follows:

Notice that the screen is divided by element type. The elements will appear in the column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the skater's name that is displayed.

DIO: *"The first skater, (skater's name), is on the screen."*

Prior to each subsequent performance, the DIO will continue to verify the skater's name that is displayed on the screen.

DIO: "_____(skater's name), is on the screen."

During Performance

If a planned program sheet has been provided, the ATS will pre-call each element. This will give the DIO time to prepare for the anticipated call by the TS. The entry of data requires a few steps depending on the element.

Jumps

To enter a jump:
1. Select the number of rotations to the right of the jump type
2. Press "Add"

To enter a jump combo:
1. Select the first jump
2. Select the second jump
3. Press "Combo"
4. Press "Add"

To enter a jump sequence:
1. Select the first jump
2. Select the second jump
3. Press "Sequence"
4. Press "Add"

To enter a downgraded jump:
1. Select the jump
2. Press "Downgrade" (<<)
3. Press "Add"

To enter an under-rotated jump:
1. Select the jump
2. Press "Under Rot." (<)
3. Press "Add"

Jumps Continued

To enter an incorrect take-off edge (applies to Lutz and flip jumps only):
1. Select the jump
    - When a flip or Lutz jump is selected, the screen option for attention edge "Edge (!)" and "Clear (!)" will automatically appear.
2. If the TS calls "edge", select "Edge (e)"
3. If the TS calls "attention edge", select "Edge (!)"
4. Press "Add"

To enter an incorrect take-off edge in a jump combo or sequence (applies to Lutz and flip jumps only):
1. Select the first jump
2. Enter the (e) or (!) immediately after the jump with the error
3. Select the second and/or third jumps (once the second jump is selected the edge error buttons disappear)
4. Press "combo" or "sequence"
5. Press "Add"

Jumps Continued

To enter jump combinations where the second jump is invalid:

Short program: Called "Double Lutz, combination, double toe invalid"

1. Select the first jump
2. Press "Combo"
3. Select the second jump
4. Press "Add"
5. Computer will invalidate second jump automatically
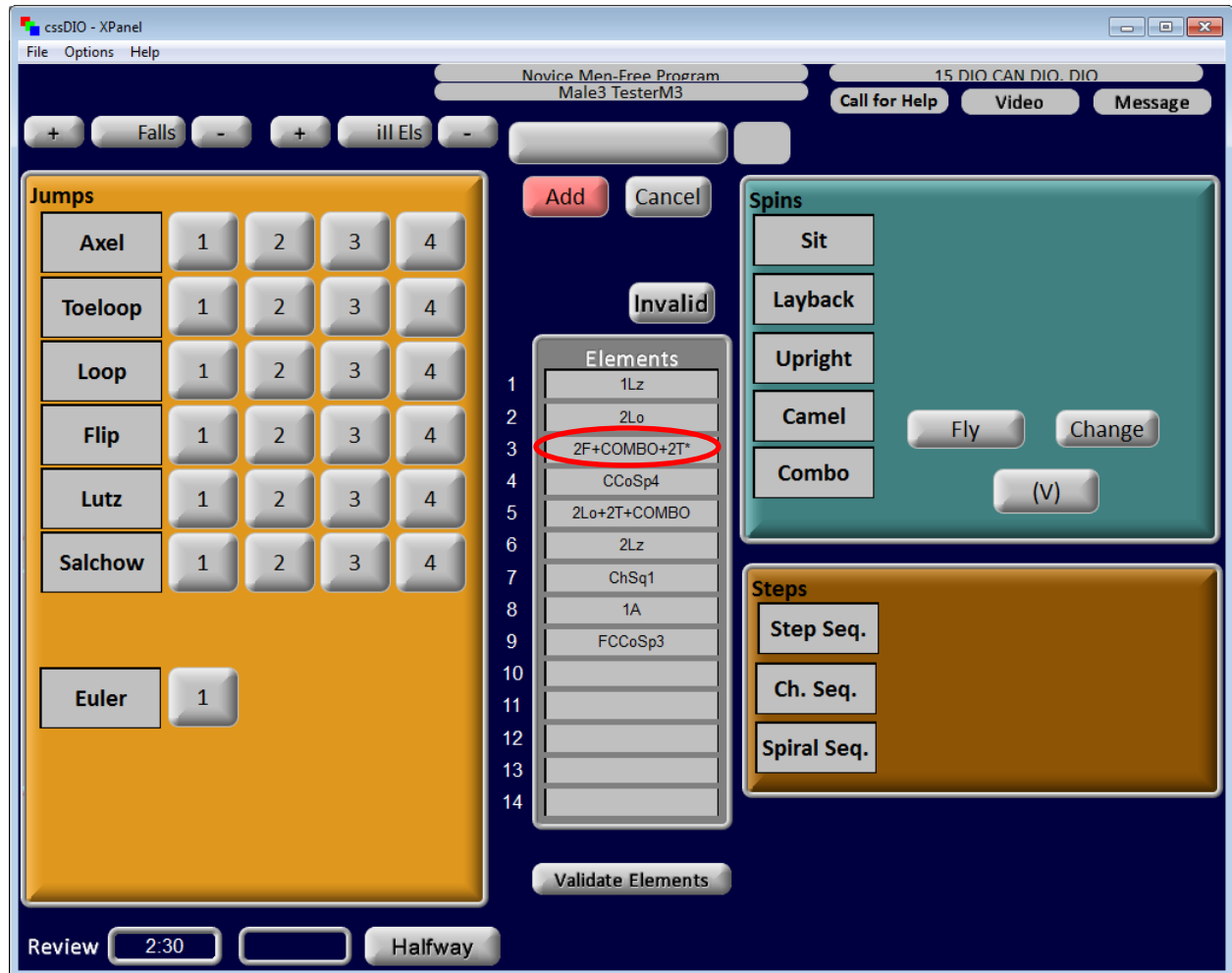
Free program: Called "Double Lutz, sequence, double toe invalid"
1. Select the first jump
2. Press "SEQ"
3. Select the second jump
4. Press "Add"

Computer will invalidate second jump automatically
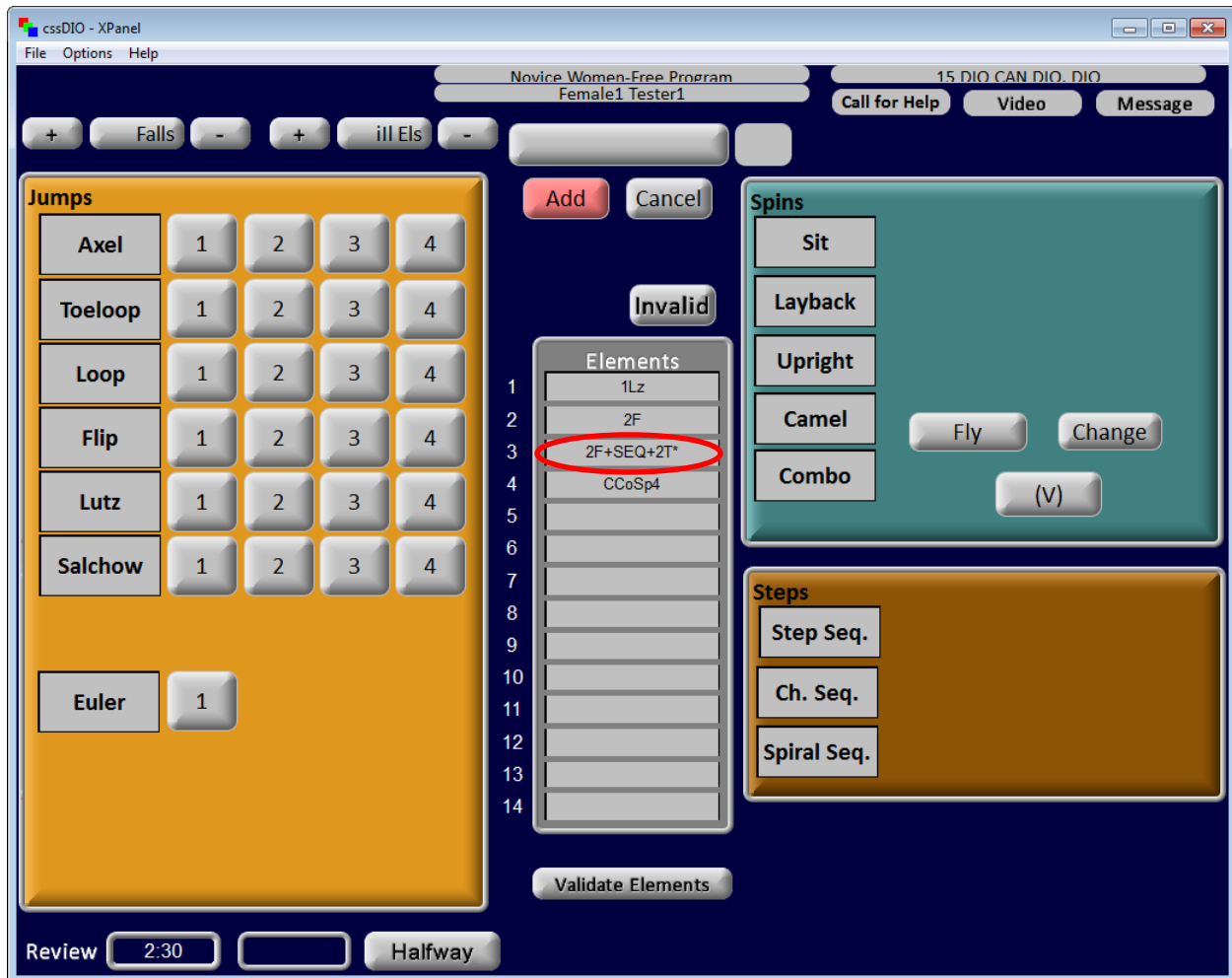
Spins

To enter a flying spin:
1. Select "Fly"
2. Select the spin type
3. Select the level
4. Press "Add"

Note: When the "Fly" button is selected, it will disappear. In a flying spin, the "Fly" must be entered first.

To enter a spin with a change of foot:
1. Select "Change"
2. Select the spin type
3. Select the level
4. Press "Add"

Spins Continued

To enter a combination spin:
1. Select "Combo"
2. Select "Change" (if applicable)
3. Select the level
4. Select "V" (if applicable)
5. Press "Add"

Note: If the combination spin has a flying entry, the "Fly" button must be selected first.
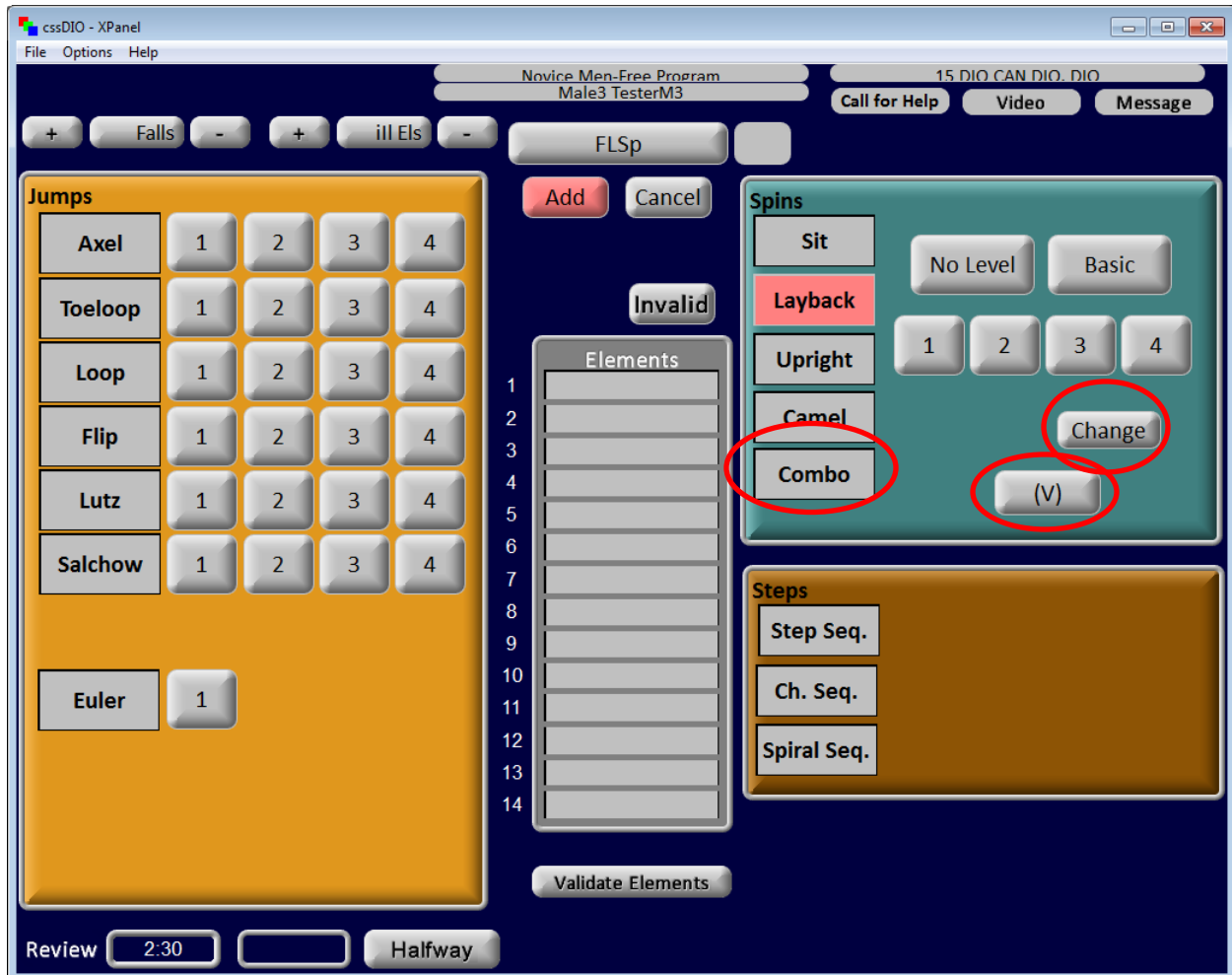
Steps/Spirals

To enter a step sequence:

1. Select "Step Seq."
2. Select the level called
3. Press "Add"
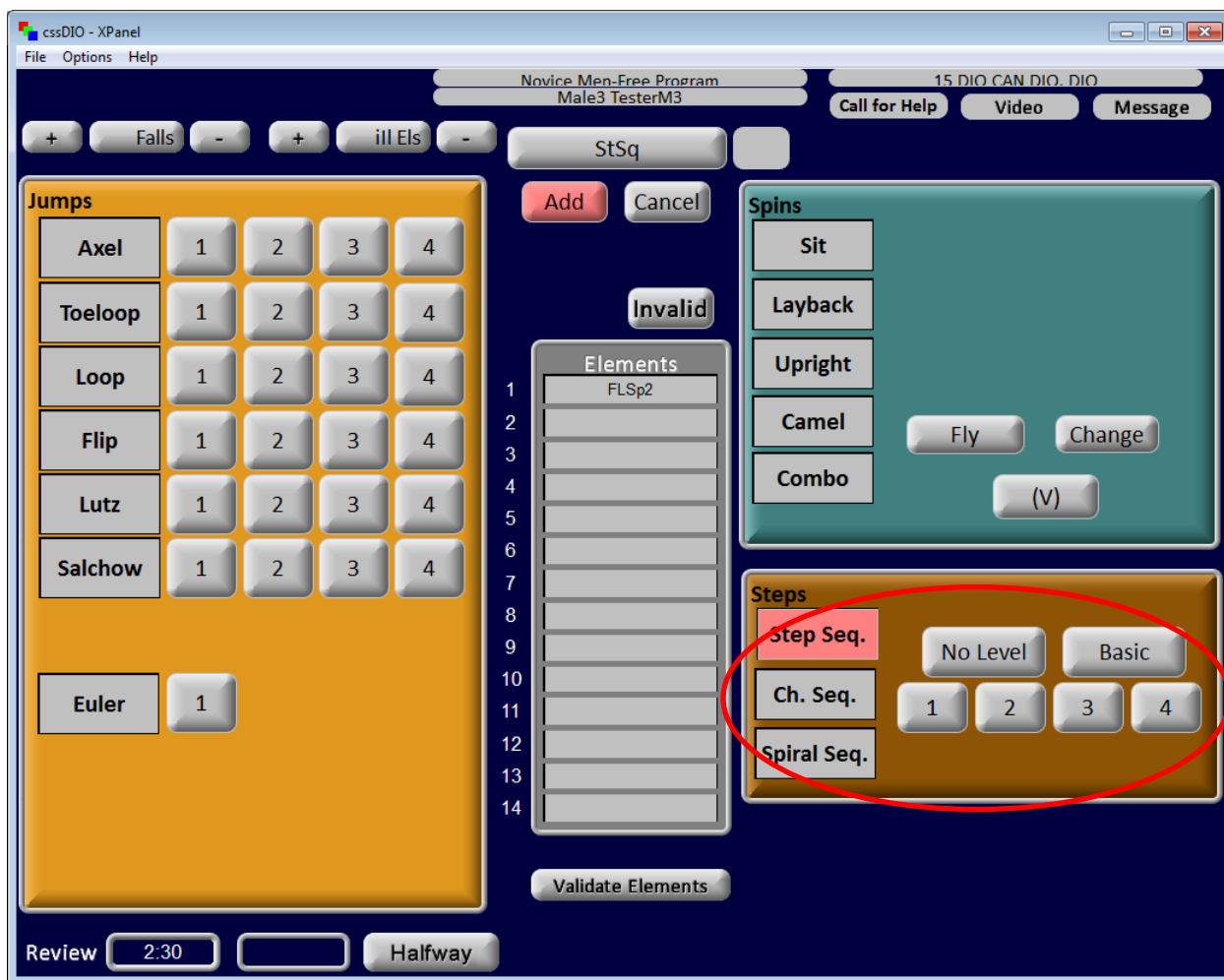
For choreographed sequence:
1. Select "Ch. Seq."
2. Select "No level" or "level 1" (depending on what is called)
3. Press "Add"

To enter spirals:
1. Select "Spiral Seq."
2. Select "No level" or "Basic" (depending on what is called)
3. Press "Add"

Reviews

When a review is called highlight the element by selecting the corresponding number.

Falls/Illegal Element

When a fall or illegal element is called select the "+" button beside the word "Fall" or "Illegal element" on the screen. To remove a fall or an illegal element, at the direction of the TC, select the "-" button.

Halfway

In Junior and Senior singles short and free programs, the "Halfway" bonus is indicated by a yellow line in the list of elements. All elements entered after this yellow line appears receive a bonus. When the yellow line appears, indicate its presence to the technical controller.
Note: The *"Halfway"* function only applies to Junior and Senior men's and women's short and free programs.

DIO: *"Halfway"*

Conclusion of Performance

When the performance has ended immediately press the "Validate Elements" button. This will activate additional element entry options including "Change" and "Delete".

Initiate the call back/review process.
DIO: *"There are 7 elements and 1 review. The first review is on element number 2, the double Lutz."*

Change Element

To change an element: Select the element (it will appear in yellow), enter the new element then select "Change".

Insert Element

To insert an element: Select the element box in which the TC has indicated the inserted element should appear (selecting will highlight the element box), then press "Insert" and wait for the program to refresh (this will take a few seconds). Select the new blank element box and enter the new element.

Delete Element

To delete an element: Select the element, then select "Delete". The element box will be left blank; it is not necessary to then move all the elements up a box.

Halfway

In Junior and Senior singles short and free skate programs, it may be necessary to move the yellow bar indicating the halfway bonus. The computer automatically applies the bonus but it may need to be moved at the discretion of the TC. To move the halfway bonus, select the first element on which the bonus applies, then select "Halfway". For example, if element 6 is the first element onto which the bonus applies select element 6, then select "Halfway".

Video Replay

At events using the Skate Canada video replay software, the DIO is responsible for the replay of elements during the review process. To toggle the screen to Video Replay mode, select the "Video" button. In Video Replay mode, available options include *Fast Forward, Slow Forward, Pause, Rewind, Play* and *Stop* and should be used at the direction of the TC. Once the panel completes the review, select "Return" to return to the data input screen.
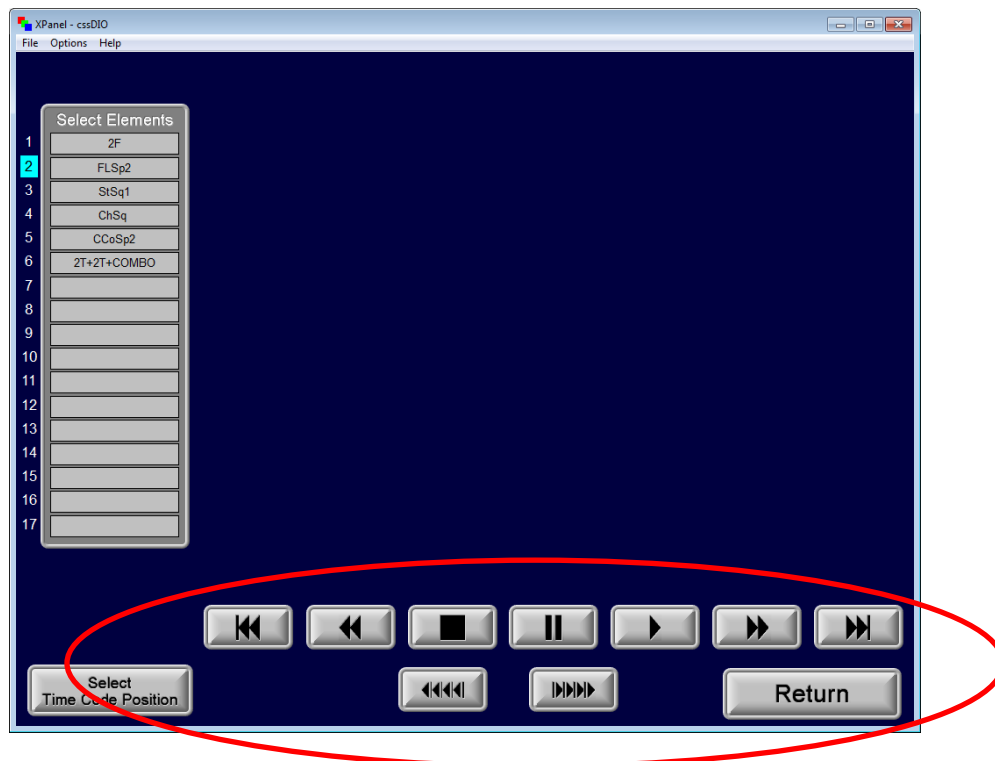
Read-Back and Finalize

When the reviews and alterations are complete, the TC will instruct the DIO to select the "Well Bal Program" button. If any elements have changed when "Well Bal Program" is selected, they will appear in pink. The DIO must immediately report these changes to the TC.
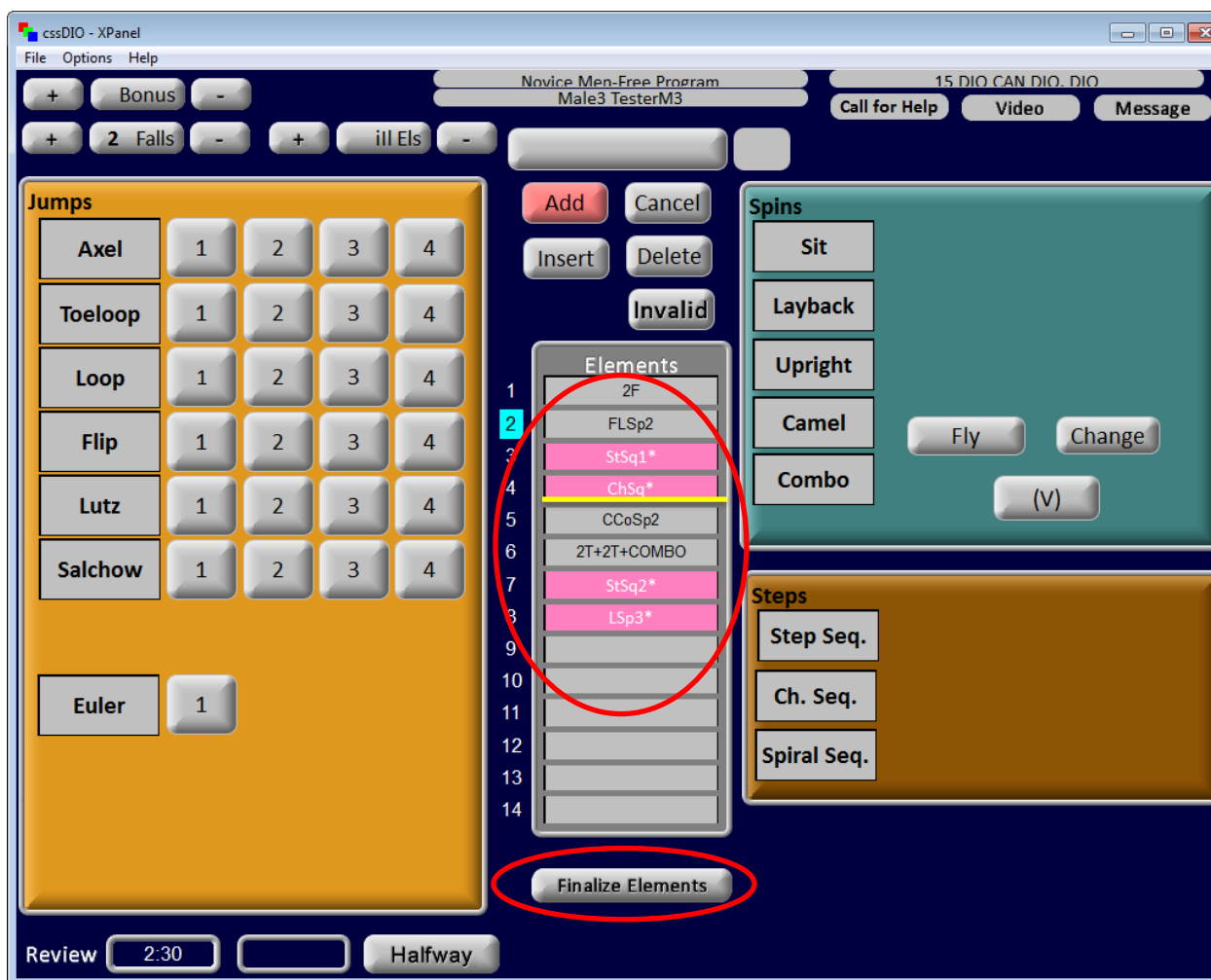
Upon request from the TC, the DIO will read back the elements, falls, bonuses and illegal elements. Once the TC has confirmed that all information has been entered properly, the DIO will be advised to finalize elements. The DIO will press the "Finalize Elements" button and prepare for the next competitor.

DIO: *"Elements finalized."*

PAIR

Prior to Performance

The data entry screen before a team begins appears as follows:

Notice that the screen is divided by element type. The elements will appear in the column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the skaters' names that are displayed.

DIO: *"The first team, Jane Doe and John Tester, are on the screen."*

Prior to each subsequent performance, the DIO will continue to verify the skaters' names that are displayed on the screen.

DIO: " and (skaters' names) *are on the screen."*

During Performance

If a planned program sheet has been provided, the ATS will pre-call each element. This will give the DIO time to prepare for the anticipated call by the TS. The entry of data requires a few steps depending on the element.

Jumps

The entry of jump elements is consistent with the singles inputting process (Appendix A).

Throw Jumps

To enter a throw jump:
1. Select the jump
2. Select the "Throw" button
3. If under-rotated or downgraded, select "Under Rot" or "Downgrade"
4. Press "Add"
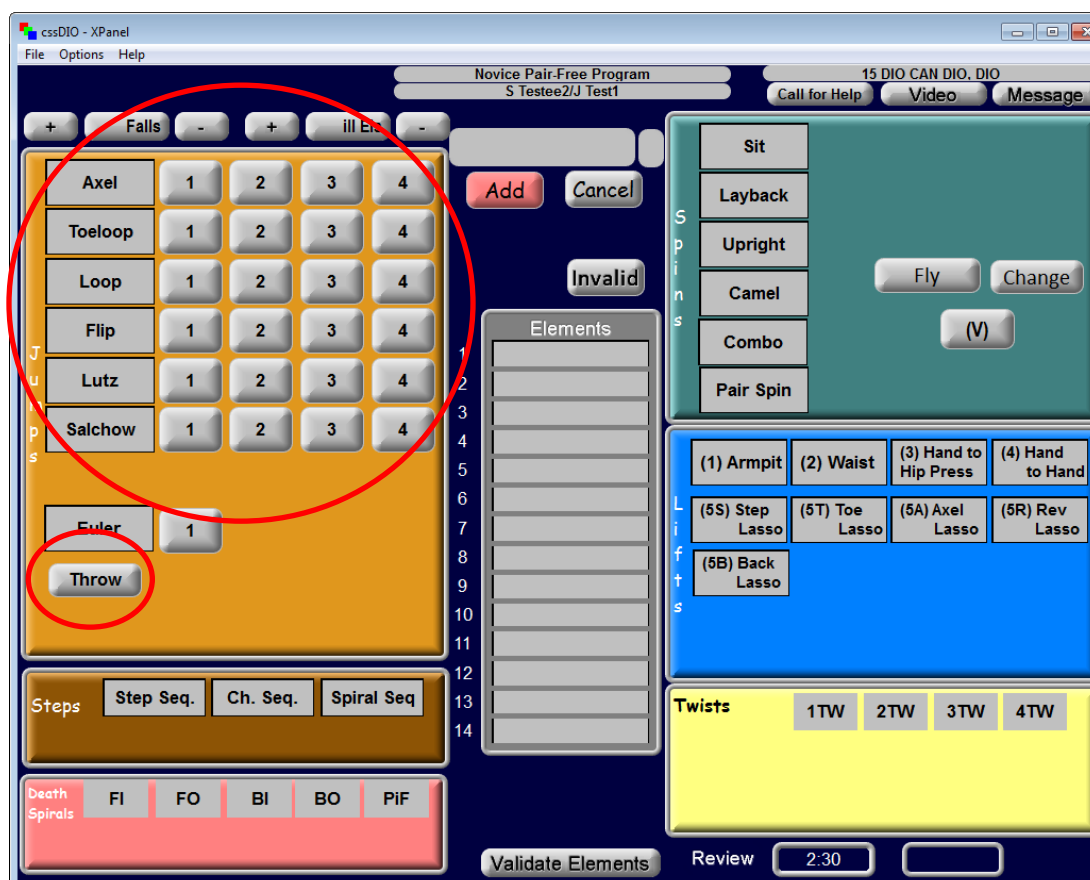
Death Spirals

To enter a death spiral or pivot figure:
1. Select edge or pivot figure (PIF)
2. Select the level
3. Press "Add"

Lifts

To enter a lift:
1. Select the take-off group (1, 2, 3, 4, 5S, 5T, 5A, 5R or 5B, JuLi in Juvenile only)
2. Select the level
3. Press "Add"
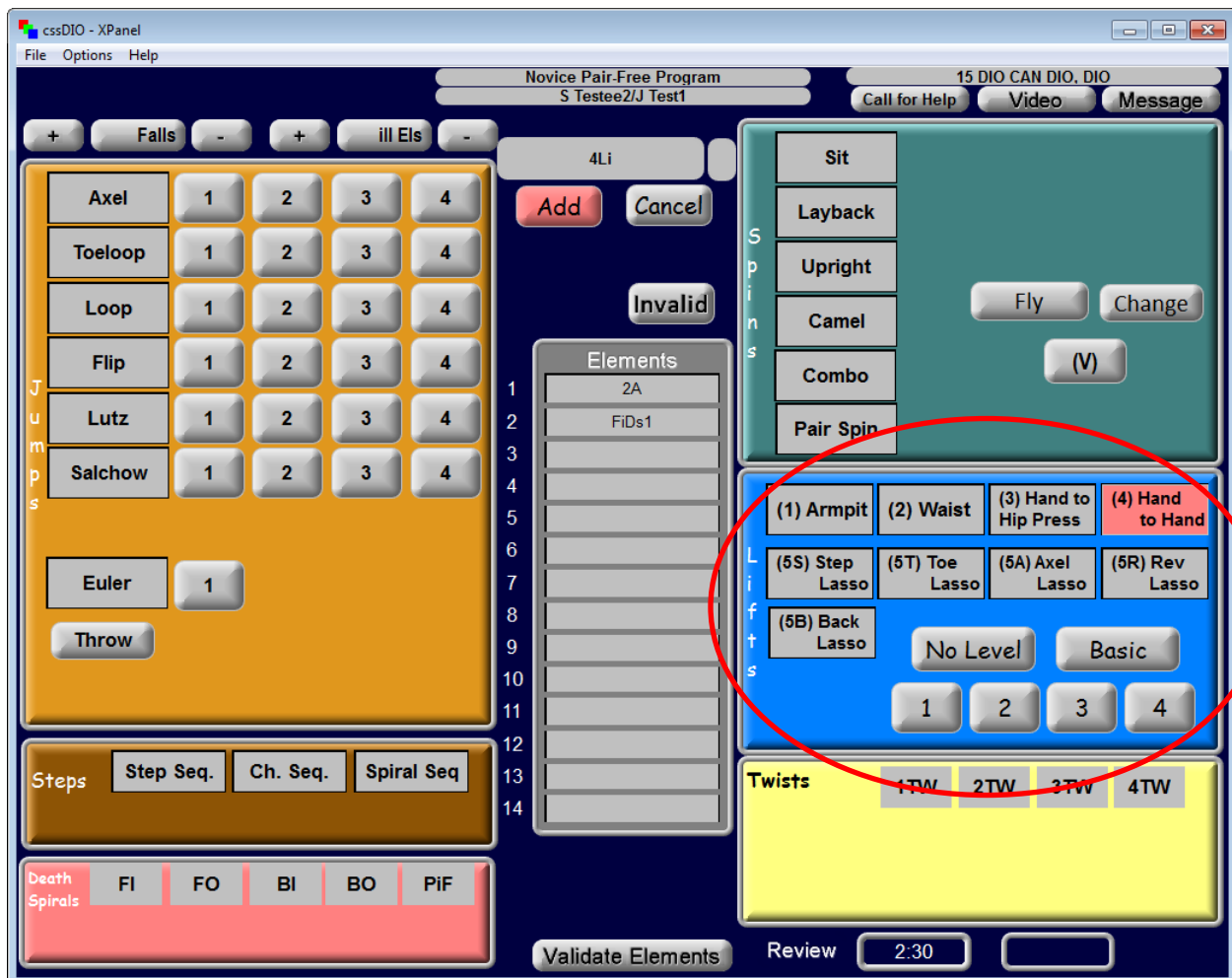
Twists

To enter a twist:

1. Select the number of rotations (1TW, 2TW, 3TW or 4TW)
2. Select the take-off type (if not called select Lutz/Flip/Toeloop)
3. Select level
4. If downgraded, select "Downgrade" (<<)
5. Press "Add"
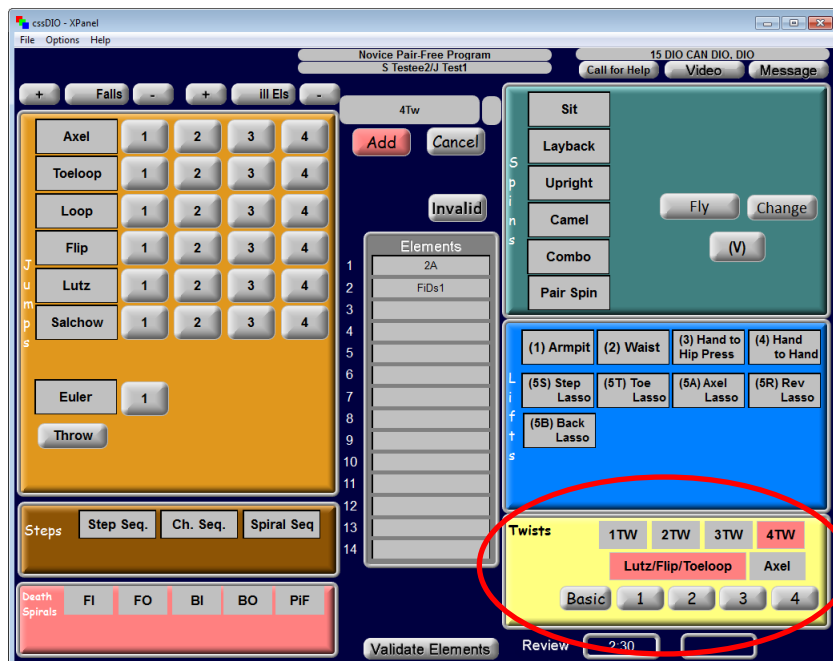
Spins

The entry of spin elements is consistent with the singles inputting process (Appendix A)

except: To enter a pair spin:
1. Select "Pair Spin"
2. Select the level
3. Press "Add"

To enter a pair combo spin:
1. Select "Pair Spin"
2. Select "Combo"
3. Select the level
4. Select "V" (if applicable)
5. Press "Add"
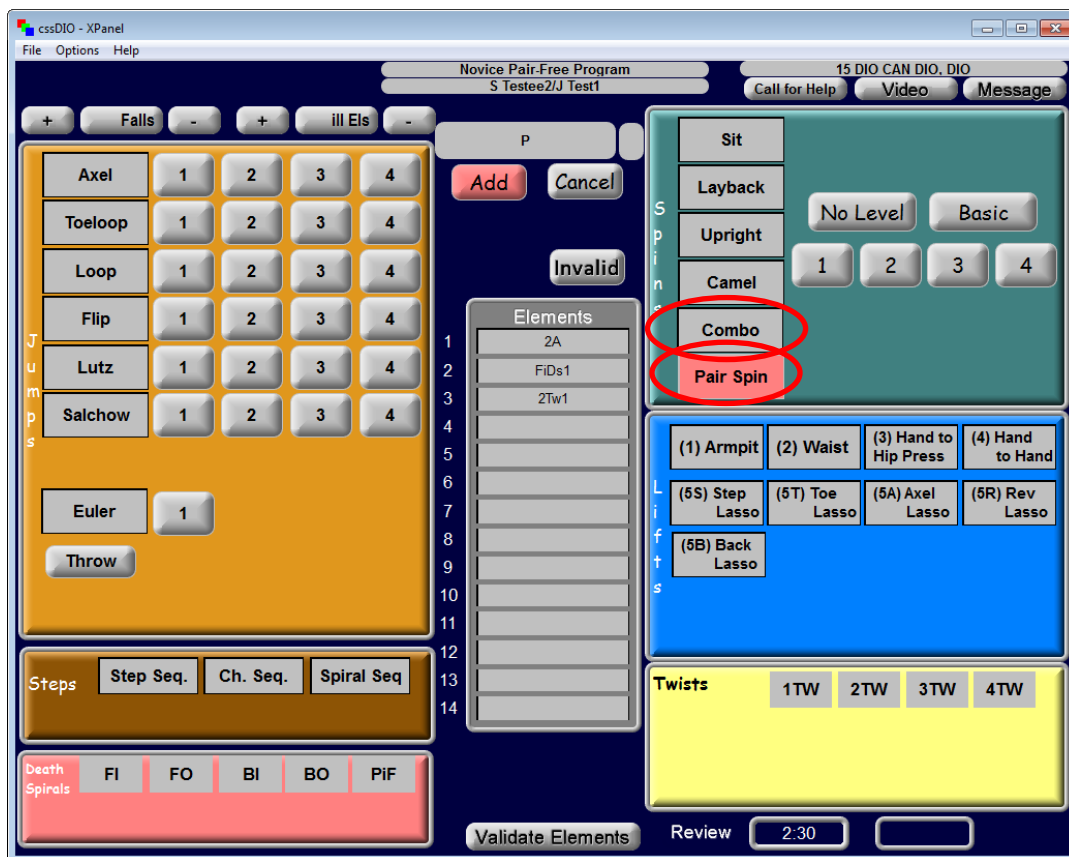
Steps/Spirals

The entry of step, spiral and choreographic sequences is consistent with the singles inputting process (Appendix A).

Reviews

The entry of reviews called is consistent with the singles inputting process (Appendix A).

Falls/Illegal Elements

The entry of falls and illegal elements is consistent with the singles inputting process (Appendix A).

Halfway

The "Halfway" function does not apply to pair events.

Conclusion of the Performance/ Read-Back and Finalize

Upon conclusion of the performance, the DIO will follow the same process as outlined in singles (Appendix A) for validating, changing, inserting and/or deleting elements, video replay, well- balanced program and finalizing elements.

Ice Dance – Pattern Dance without Key Points

Prior to Performance

The data entry screen before a couple begins a <u>Pattern Dance without Key Points</u> event looks like this:

Notice that the screen is pre-populated with the pattern dance sequences. The elements will appear in the column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the skaters' names that are displayed.

DIO: *"The first couple, Joanne Tester and John Tester, are on the screen."*

Prior to each subsequent performance the DIO will continue to verify the skaters' names that are displayed on the screen.

DIO: "   and   (skaters' names), *are on the screen."*

During the Performance

To enter a pattern dance sequence/section:

1. Select "Pattern Dance Element X"
2. Select the level
3. Press "Add"
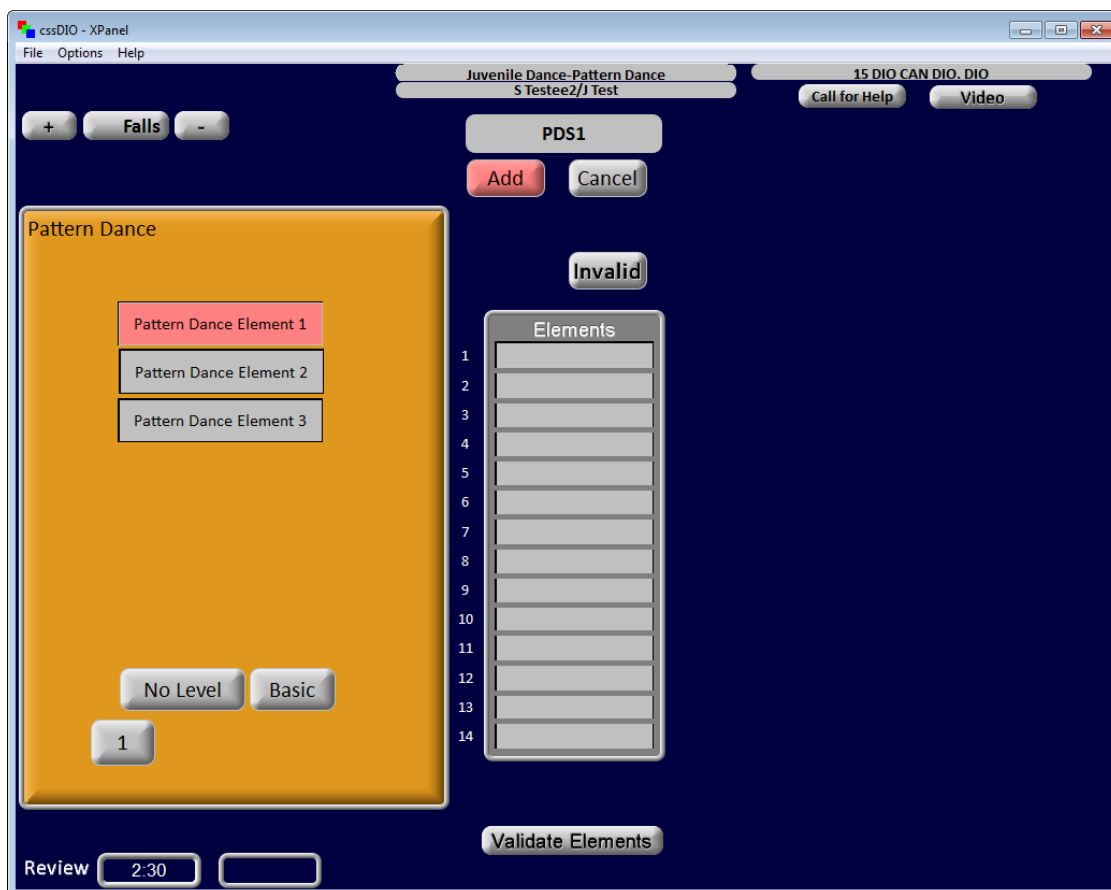
Reviews

The entry of reviews called is consistent with the singles inputting process (Appendix A).

Falls

The entry of falls is consistent with the singles inputting process (Appendix A).

Conclusion of the Performance

Upon conclusion of the performance, the DIO will follow the TC's instructions for reviews, video replay and/or invalidating a sequence.

Invalidating a Sequence

1. Select the sequence (in the middle elements column)
2. Press "Invalid"

Read-Back and Finalize

When the reviews and alterations are complete, the TC will instruct the DIO to read back the number of sequences, invalid sequences and falls.

DIO: "Four sequences, no falls"

Once the TC has confirmed that all information has been entered properly, the DIO will be advised to "finalize elements". The DIO will press the "Finalize Elements" button and will prepare for the next competitor.

DIO: "Elements finalized"

Ice Dance – Pattern Dance with Key Points

Prior to Performance

The data entry screen before a couple begins a <u>Pattern Dance with Key Points</u> appears as follows:

Notice that the screen is pre-populated with the pattern dance sequences. The elements will appear in the column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the skaters' names that are displayed.

DIO: *"The first couple, Joanne Tester and John Tester, are on the screen."*

Prior to each subsequent performance the DIO will continue to verify the skaters' names that are displayed on the screen.

DIO: " ___ and ___ (skaters' names), *are on the screen."*

During the Performance

During the pattern dance with key points, the DIO is required to input the sequence and level called.

To enter a pattern dance sequence with key points:
1. Select the pattern step sequence (1, 2, 3 or 4)
2. Select the Key Points (Yes, No, Timing)
3. Select any errors in the "Information" box, if applicable (i.e. <, <<, etc.)
4. Select the level
5. Press "Add"

Reviews

The entry of reviews called is consistent with the singles inputting process (Appendix A).

Falls

The entry of falls is consistent with the singles inputting process (Appendix A).

Conclusion of the Performance / Read-Back and Finalize

Upon conclusion of the performance, the DIO will follow the same process as outlined in singles (Appendix A) for validating, changing, inserting and/or deleting elements, video replay, read-back and finalizing elements.

DIO: "Pattern Dance sequence 1, segment 1, Level 3, yes, yes, no, , etc."

Ice Dance – Rhythm Dance

Prior to Performance

The data entry screen before a couple begins a <u>Rhythm Dance</u> looks like this:

Notice that the screen is divided by element type. The elements will appear in a column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the skaters' names that are displayed.

DIO: *"The first competitors, Joanne Tester and John Tester, are on the screen."*

Prior to each subsequent performance the DIO will continue to verify the skater's names that are displayed on the screen.

DIO: " and (skaters' names), *are on the screen."*

During Performance

If a planned program sheet has been provided, the ATS will pre-call each element. This will give the DIO time to prepare for the anticipated call by the TS. The entry of data requires a few steps depending on the element.

Steps

To enter a pattern section:
1. Select the pattern step sequence (1 or 2)
2. Select the Key Points (Yes, No, Timing)
3. Select any errors in the "Information" box, if applicable (i.e. <, <<, etc.)
4. Select the level
5. Press "Add"

Steps:

To enter a step sequence:
1.   Select the sequence pattern
2.   Select the level
3.   Press "Add"

Twizzles

Twizzles are entered by first including the woman's twizzle with level, then the men's twizzle with level, with both being part of the same element.
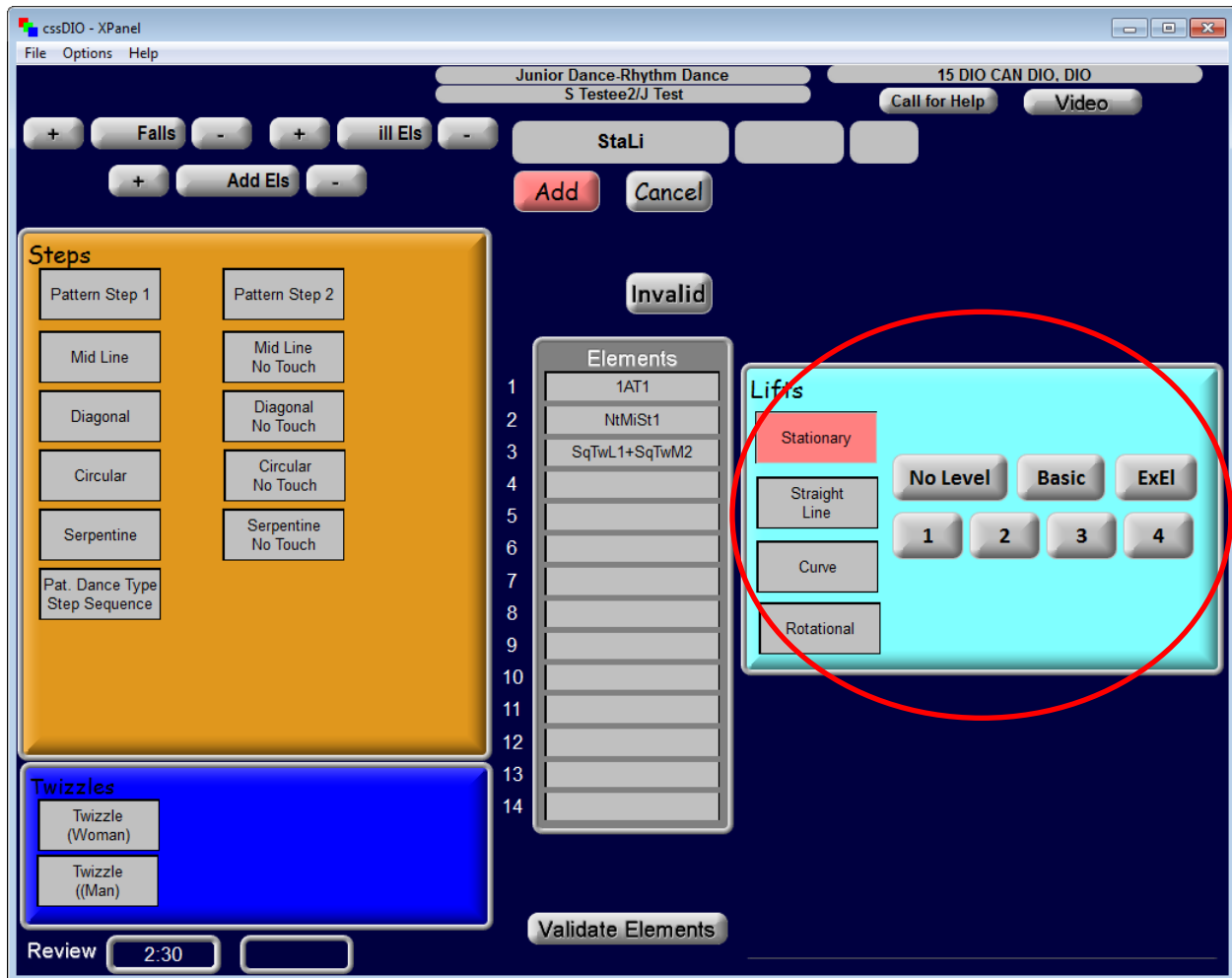
To enter a twizzle:

1. Select "Twizzle (Woman)"
2. Select level
3. Select "Twizzle (Man)
4. Select level
5. Press "Add"
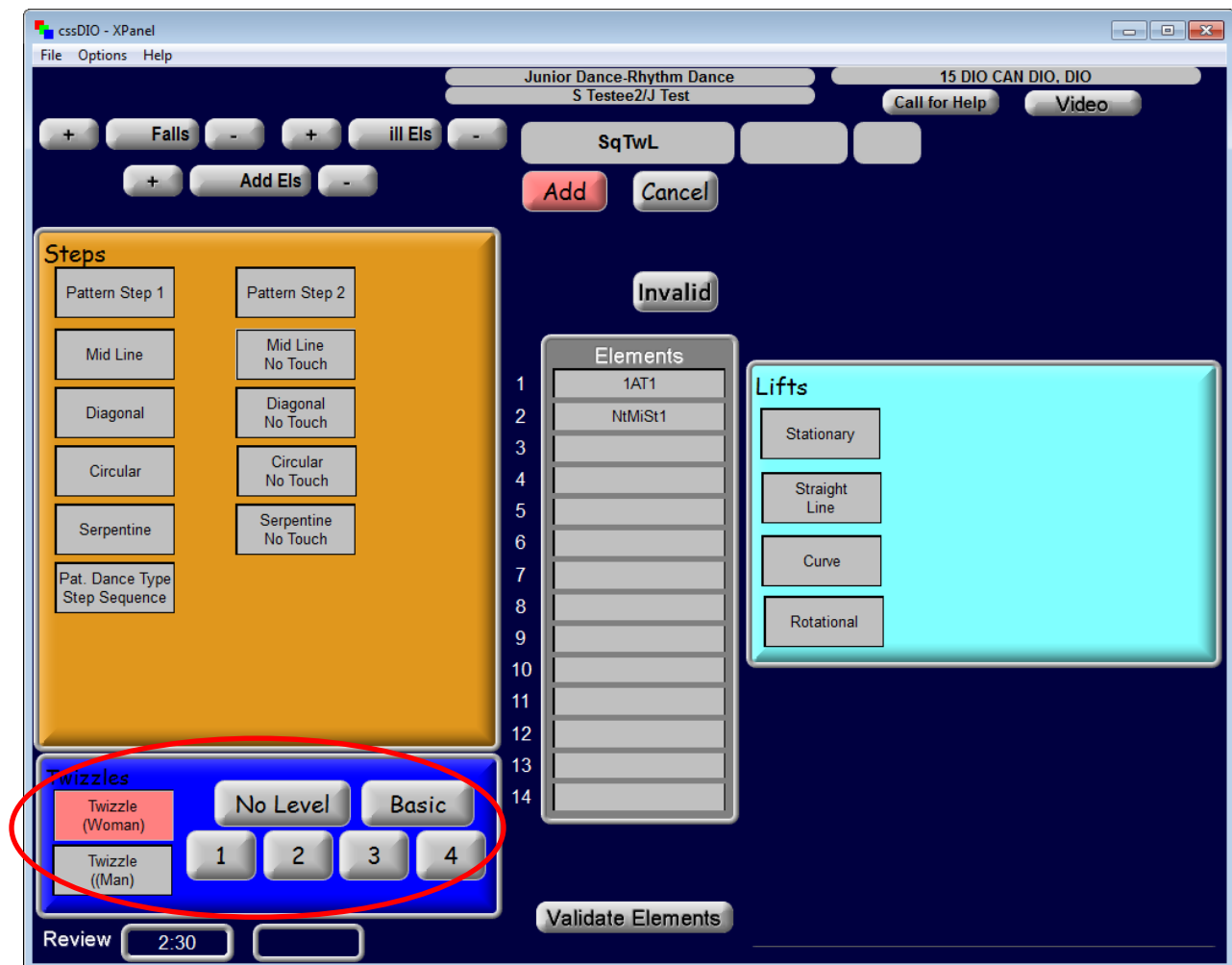
Lifts

To enter a lift:
1. Select the type of lift
2. Select level
3. Press "Add"

If a lift is performed in a step sequence, such element will be identified as an extra element.

To enter an extra element lift:

1. Select the type of lift
2. Select ExEl
3. Press "Add"

Reviews

The entry of reviews called is consistent with the singles inputting process (Appendix A).

Falls/Illegal Elements

The entry of falls and illegal elements is consistent with the singles inputting process (Appendix A).

Conclusion of the Performance/Read-Back and Finalize

Upon conclusion of the performance, the DIO will follow the same process as outlined in singles (Appendix A) for validating, changing, inserting and/or deleting elements, video replay, well- balanced program and finalizing elements.

Ice Dance – Free Dance

Prior to Performance

The data entry screen before a couple begins a <u>Free Dance</u> looks like this:

Notice that the screen is divided by element type. The elements will appear in a column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the skaters' names that are displayed.

DIO: "The first competitors, Joanne Tester and John Tester, are on the screen."

Prior to each subsequent performance the DIO will continue to verify the skater's names that are displayed on the screen.

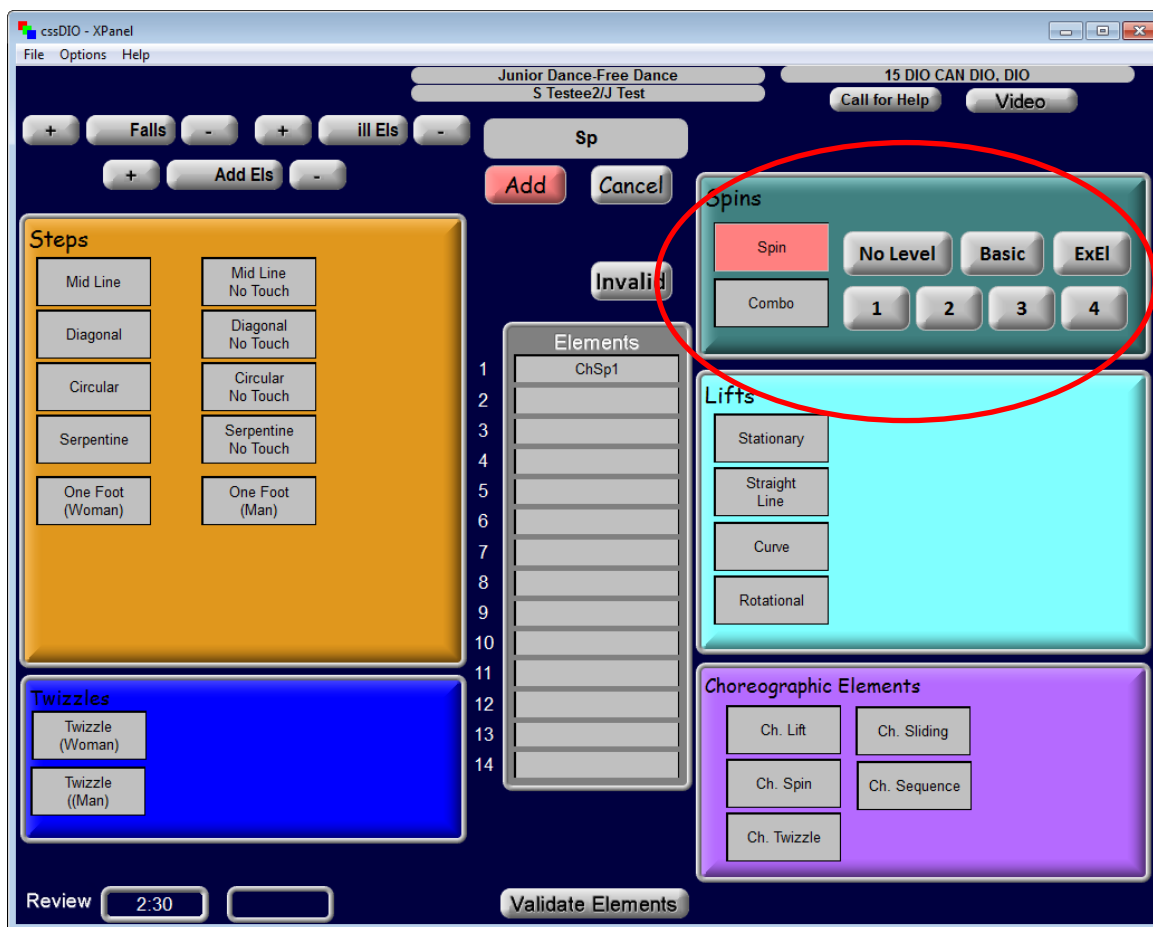DIO: "   and   (skaters' names), *are on the screen."*

During Performance

If a planned program sheet has been provided, the ATS will pre-call each element. This will give the DIO time to prepare for the anticipated call by the TS. The entry of data requires a few steps depending on the element.

Spins

To enter a spin or spin combo:
1. Select spin type "Spin" or "Combo"
2. Select level
   Press "Add"

If a spin is performed in a step sequence, such element will be identified as an extra element.

To enter an extra element spin:

1. Select the type of spin
2. Select ExEl
3. Press "Add"

Lifts

The entry of lift elements is consistent with the short dance inputting process (Appendix D) except: To enter a combination lift:
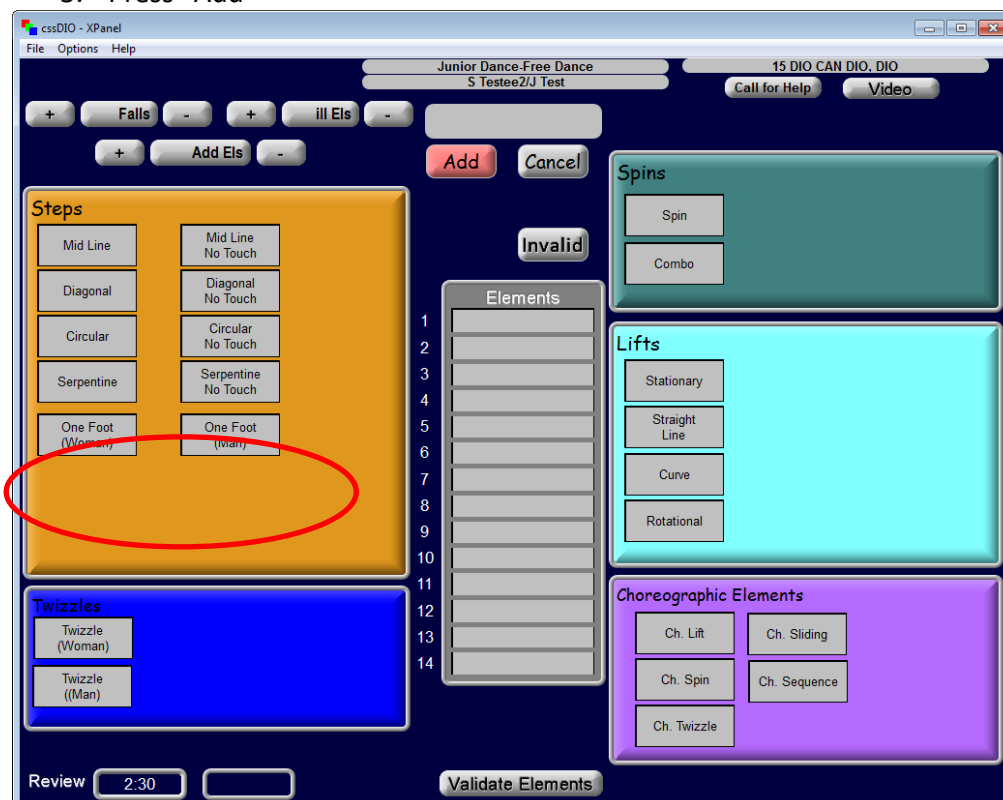1. Select the first type of lift
2. Select level
3. Select the second type of lift
4. Select level
5. Press "Add"

Steps

The entry of step sequences is consistent with the short dance inputting process (Appendix D) except:

To enter a combination one-foot step sequence:

1. Select "One Foot (Woman)
2. Select level
3. Select "One Foot (Man)
4. Select level
5. Press "Add"

Twizzles

The entry of twizzles is consistent with the short dance inputting process (Appendix D)

Choreographic Elements

To enter a choreographic element:
1. Select the type of element (lift, sliding, spin, sequence, or twizzle)
2. Select level
3. Press "Add"

Reviews

The entry of reviews called is consistent with the singles inputting process (Appendix A).

Falls/Illegal Elements

The entry of falls and illegal elements is consistent with the singles inputting process (Appendix A).

Conclusion of the Performance/Read-Back and Finalize

Upon conclusion of the performance, the DIO will follow the same process as outlined in singles (Appendix A) for validating, changing, inserting and/or deleting elements, video replay, well- balanced program and finalizing elements.

Synchronized Skating – NOT UPDATED FOR 2018

Prior to Performance

The data entry screen before a team begins appears as follows:

Notice that the screen is divided by element type. The elements will appear in the column in the middle of the screen after they are entered.

During the warm-up, the DIO will verify that the correct event is on the screen. Prior to the start of the first performance, the DIO will verbally make note of the team's name that is displayed.

DIO: "The first team, Synchro Test Team, is on the screen."

Prior to each subsequent performance the DIO will continue to verify the team's name that is displayed on the screen.

DIO: "_____(team's name) is on the screen."

During Performance

If a planned program sheet has been provided, the ATS will pre-call each element. This will give the DIO time to prepare for the anticipated call by the TS. The entry of data requires a few steps depending on the element.

Blocks

To enter a pivoting block:
1. Select the "PB" level
2. Press "Add"

To enter a linear block:
1. Select the "B" level
2. Press "Add"

Circles

To enter a circle:
1. Select the "C" level
2. Press "Add"

To enter a travelling circle:
1. Select the "TC" level
2. Press "Add"

Lines

To enter a line:
1. Select the "L" level
2. Press "Add"

To enter a pivoting line:
1. Select the "PL" level
2. Press "Add"

Wheels

To enter a wheel:
1. Select the "W" level
2. Press "Add"

To enter a travelling wheel:
1. Select the "TW" level
2. Press "Add"

No Hold Elements

To enter a no hold element:
1. Select the element ("NHE") level
2. Select the feature (Step) level
3. Press "Add"
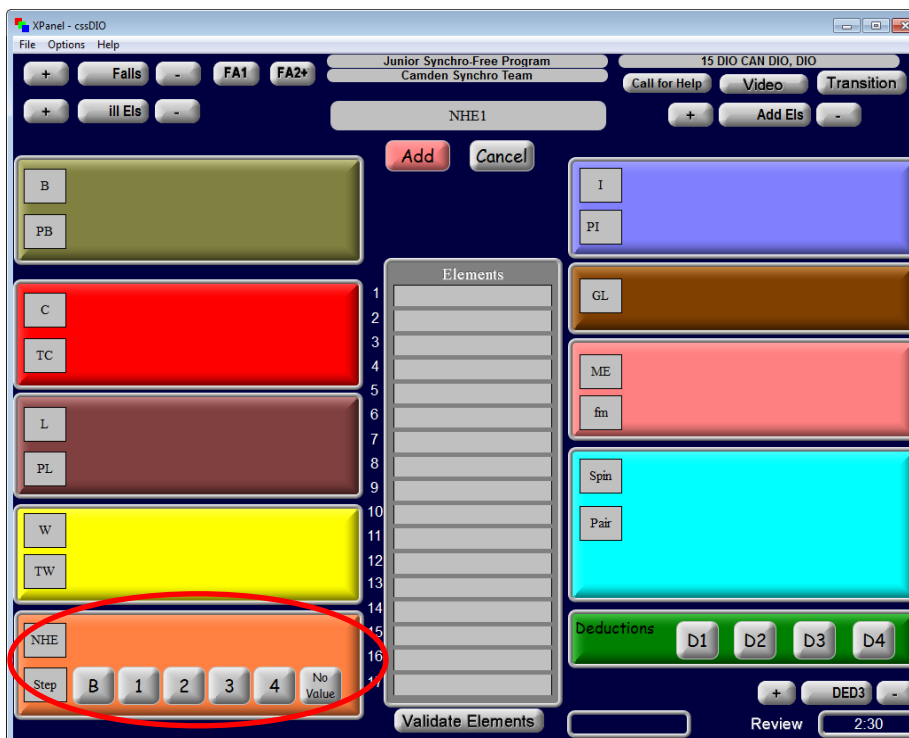
Intersections

To enter an intersection:
1. Select the element ("I") level
2. Select the feature ("PI") level
3. Press "Add"
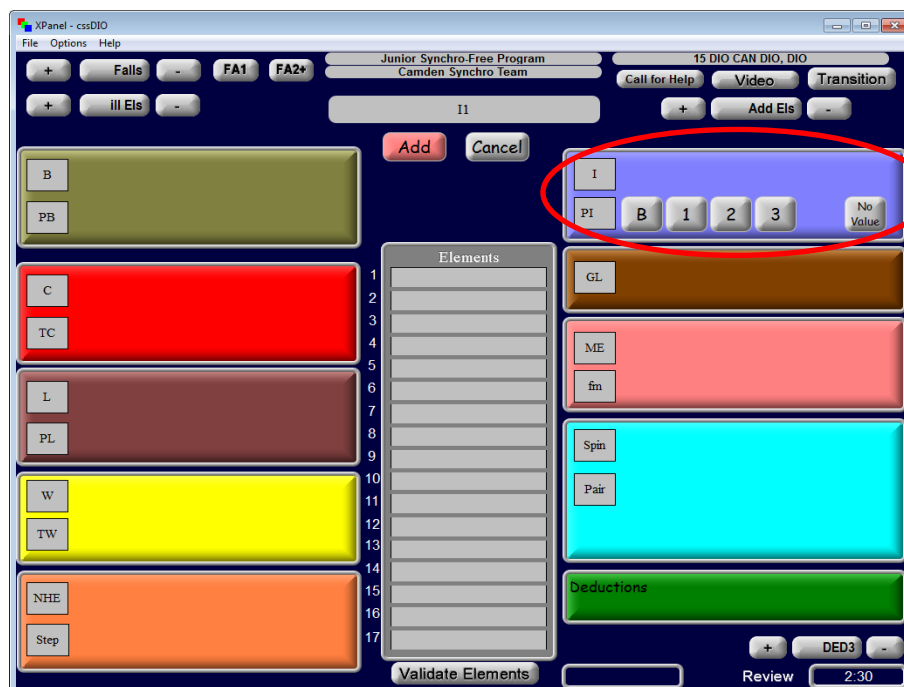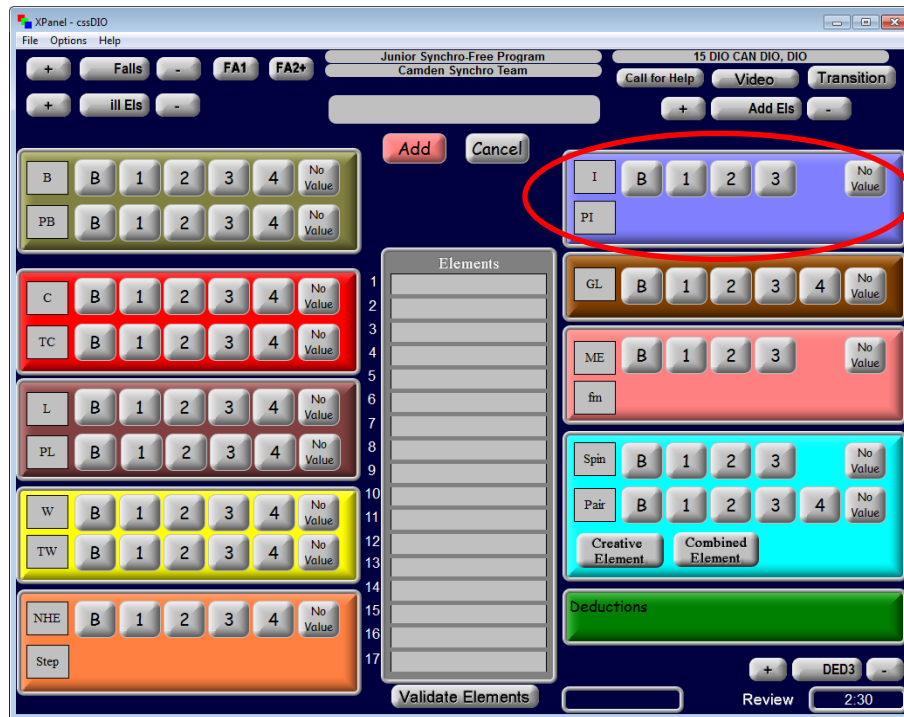
Group Lifts

To enter a group lift:
1. Select the level
2. Press "Add"

Moves Elements

To enter a moves element:
1. Select the element ("ME") level
2. Select the feature ("fm") level
3. Press "Add"
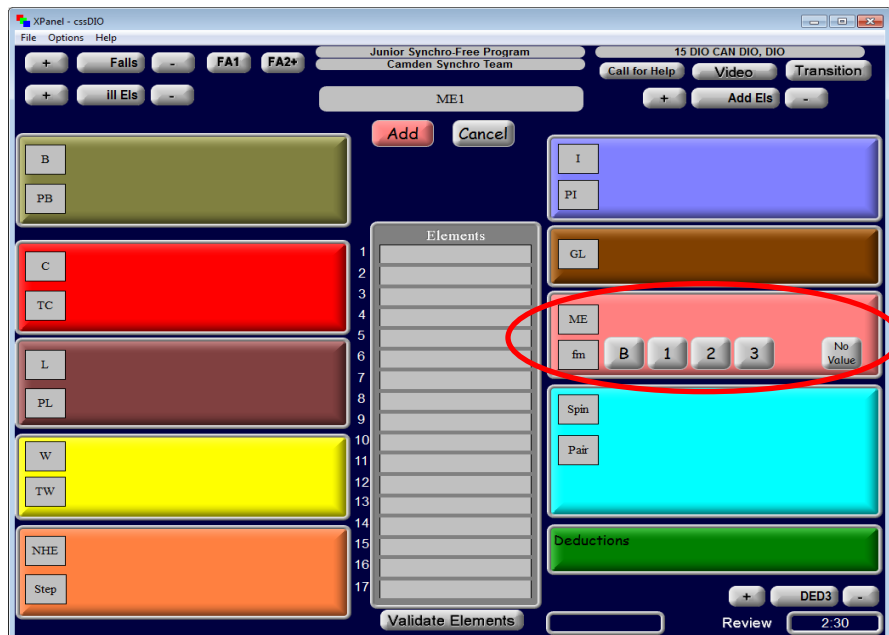
Spins and Pair Elements

To enter a spin or pair element:
1. Select the level
2. Press "Add"

Creative and Combined Elements

To enter a creative element:
1. Select "creative element"
2. Press "Add"

To enter a combined element:
1. Select "combined element"
2. Press "Add"

Reviews

The entry of reviews called is consistent with the singles inputting process (Appendix A).

Falls/Illegal Elements

The entry of falls and illegal elements is consistent with the singles inputting process (Appendix A). The only exception is if there is a "fall by two(+)" called. In this case, select the "FA2+" button.

Deductions

The entry of deductions may occur within an element. Select the element level, select the deduction value and then press "Add".
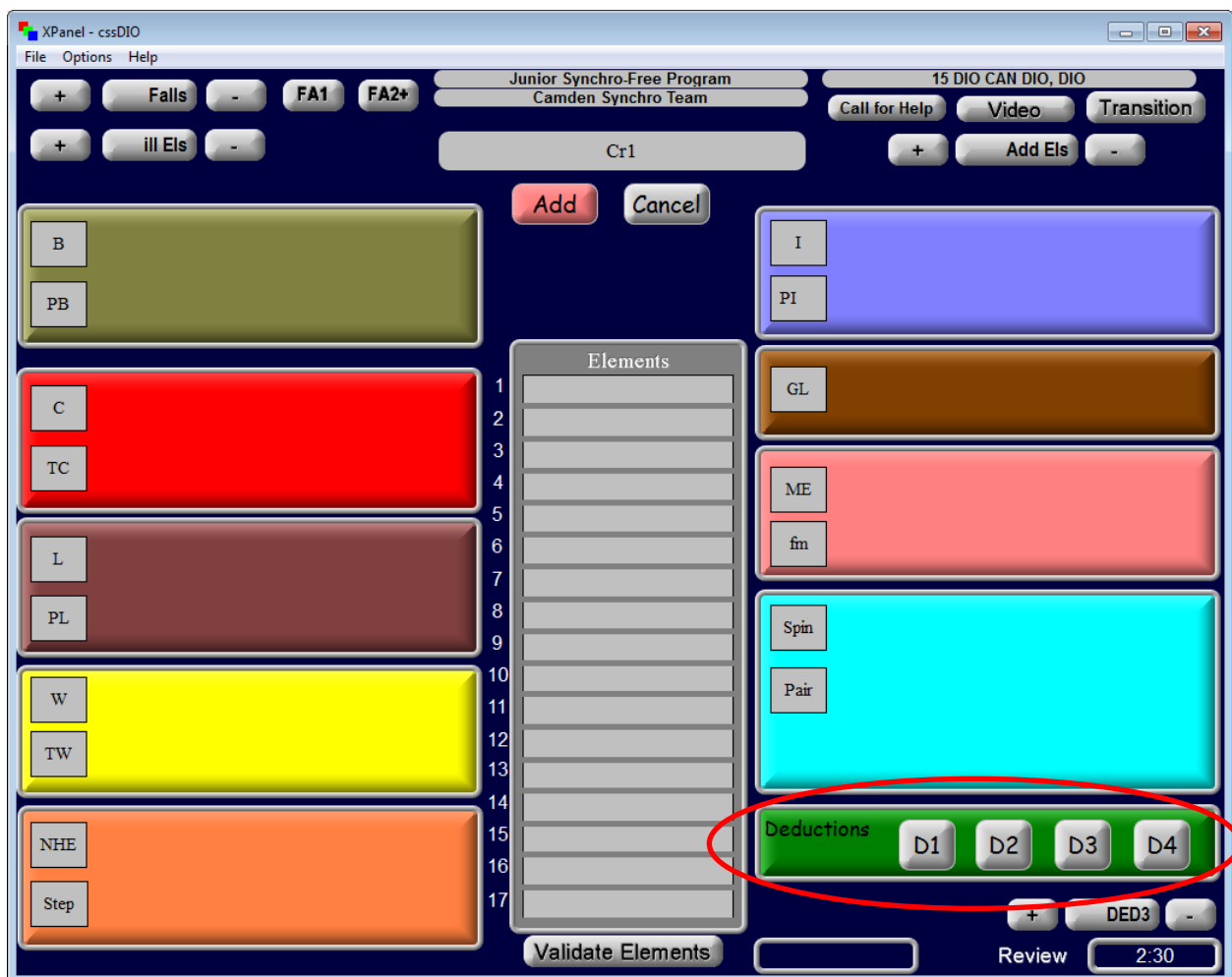
Halfway

The "Halfway" function does not apply to synchro events.

Conclusion of the Performance/ Read-Back and Finalize

Upon conclusion of the performance, the DIO will follow the same process as outlined in singles (Appendix A) for validating, changing, inserting and/or deleting elements, video replay, well- balanced program and finalizing elements.

Singles and Pair - Element Codes and Full Names for Read-Back

Jumps (Singles and Pair Skating)			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
1	Single	W	Waltz
2	Double	T	Toe
3	Triple	S	Salchow
4	Quad	Lo	Loop
<	Under-rotated	F	Flip
<<	Downgraded	Lz	Lutz
!	Attention edge	A	Axel
e	Edge	EU	Euler
+COMBO	Combination	+SEQ	Sequence

Examples:
1Lz – "Single Lutz"
2F e – "Double Flip, edge"
3 T < – "Triple Toe, under-rotated"

Spins (Singles and Pair Skating)			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
USp	Upright spin	B	Basic
SSp	Sit spin	1	Level one
CSp	Camel spin	2	Level two
LSp	Layback spin	3	Level three
F	Flying	4	Level four
C	Change	V	Vee
CoSp	Combo spin		

Pair Spins (Pair Skating)			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
PSp	Pair spin	B	Basic
PCoSp	Pair combo spin	1	Level one
		2	Level two
		3	Level three
		4	Level four
		V	Vee

Examples:
USpB – "Upright spin, basic"
CSSp1 – "Change sit spin, level 1"
FCCoSp2V – "Flying, change, combo spin, level 2, Vee"
PCoSp4 – "Pair combo spin, level 4"

	Step/Spiral (Single and Pair Skating)		
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
StSq	Step sequence	B	Basic
ChSq	Choreographic sequence	1	Level one
SpSq	Spiral sequence	2	Level two
		3	Level three
		4	Level four

Examples:
StSq4 – "Step sequence, level 4"
ChSq1 – "Choreographic sequence, level 1"
SpSqB – "spiral sequence, level B"

	Lifts (Pair Skating)		
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
1Li	Lift Group 1	B	Basic
2Li	Lift Group 2	1	Level one
3Li	Lift Group 3	2	Level two
4Li	Lift Group 4	3	Level three
5SLi	Lift Group 5, step lasso	4	Level four
5TLi	Lift Group 5, toe lasso		
5ALi	Lift Group 5, Axel lasso		
5BLi	Lift Group 5, backward lasso		
5RLi	Lift Group 5, reverse		
JuLi	Juvenile Lift		

Examples:
1Li1 – "Lift Group 1, level 1"
5BLi2 – "Lift Group 5, backward lasso, level 2"

	Death Spirals and Pivot Figures (Pair Skating)		
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
FiDs	Forward inside death spiral	B	Basic
FoDs	Forward outside death spiral	1	Level one
BiDs	Back inside death spiral	2	Level two
BoDs	Back outside death spiral	3	Level three
PIF	Pivot Figure	4	Level four

Examples:
FoDs3 – "Forward outside death spiral, level 3"
PiFB – «Pivot figure basic »

Throw Jumps (Pair Skating)			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
1	Single	WTh	Waltz
2	Double	TTh	Toe
3	Triple	STh	Salchow
4	Quad	LoTh	Loop
<	Under-rotated	FTh	Flip
<<	Downgraded	LzTh	Lutz
		ATh	Axel

Examples:
2STh – "Throw double salchow"
3FTh< - "Throw triple flip, under-rotated"

Twist Lifts (Pair Skating)			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
1Tw	Single twist	B	Basic
2Tw	Double twist	1	Level one
3Tw	Triple twist	2	Level two
4Tw	Quad twist	3	Level three
<<	Downgraded	4	Level four

Examples:
1TwB – "Single twist, basic"
3Tw2<< - "Triple twist, level 2, downgraded"

Ice Dance - Element Codes and Full Names for Read-Back

Lifts			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
StaLi	Stationary lift	B	Basic
SlLi	Straight line lift	1	Level one
CuLi	Curve lift	2	Level two
RoLi	Rotational lift	3	Level three
ExEl	Extra Element	4	Level four
		+C	Combination
Examples: StaLi1 – "Stationary lift, level 1" CuLi3 – "Curve lift, level 3" SlLi2+RoLi2+C – "Straight line lift level 2, rotational lift level 2, combination"			

Spins			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
Sp	Spin	B	Basic
CoSp	Combo spin	1	Level one
ExEl	Extra Element	2	Level two
		3	Level three
		4	Level four
Examples: Sp2 – "Spin level 2"			

Twizzles			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
SqTwL	Sequential twizzle woman (Rhythm Dance)	B	Basic
SqTwM	Sequential twizzle man (Rhythm Dance)	1	Level one
SyTwL	Synchronized twizzle woman (Free Dance)	2	Level two
SyTwM	Synchronized twizzle man (Free Dance)	3	Level three
		4	Level four

Example:
SyTw1L2+SyTwM3 – "Synchronized twizzle, women, level 2, synchronized twizzle, man, level 3"

Step Sequences			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
CiSt	Circular step in hold	B	Basic
SeSt	Serpentine step in hold	1	Level one
DiSt	Diagonal step in hold	2	Level two
MiSt	Midline in hold	3	Level three
NtDiSt	Diagonal line not touching	4	Level four
NtMiSt	Midline not touching	<<	Interruption
NtCiSt	Circular not touching	!	Incomplete
PSt	Partial step sequence	Y	Yes
1SS	Pattern step one	N	No
2SS	Pattern step two	T	Timing
OFStL	One foot step woman		
OFStM	One foot step man		

Examples:

DiSt3 – "Diagonal step in hold, level 3"

NtMiSt4 – "Midline no touch, level 4"

OFStL3+OFStM2 – "One foot step women level 3, one foot step man level 2"

1SS2-kpYYTN – "Pattern step one, level 2, Yes Yes Timing No"

Choreographic Elements			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
ChLi	Choreographic Dance Lift	B	Basic
ChSp	Choreographic Spinning Movement	1	Level one
ChTw	Choreographic Twizzling Movement		
ChSl	Choreographic Sliding Movements		
ChSt	Choreographic Character Step		

Synchronized Skating - Element Codes and Full Names for Read-Back

NOT UPDATED FOR 2018

Elements			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
B	Block	B	Base
PB	Pivoting block	1	Level one
C	Circle	2	Level two
TC	Travelling circle	3	Level three
L	Line	4	Level four
PL	Pivoting line		No Value
W	Wheel	DED	Ded
TW	Traveling wheel		
GL	Group lift		
Sp	Spin		
Pa	Pair element		

Examples:

PB1 – "Pivoting block, one"　　　　C4 + ded1 – "Circle, four, ded one"

TW3 – "Traveling wheel, three"　　　Sp4 – "Spin, four"

Pa – "Pair element, no value"

Elements with features			
Code	**Verbal Read-Back**	**Code**	**Verbal Read-Back**
NHE	No hold element	B	Base
s	Step	1	Level one
I	Intersection	2	Level two
pi	pi (point of intersection)	3	Level three
ME	Moves element	4	Level four
fm	fm (Free move)		No Value

Examples:

NHE2 + s1 – "No hold element, two, step, one"

I3 + pi2 – "Intersection, three, pi, two"

MEB + fmB – "Moves element, base, fm, base"

Confirmed Elements – no level assigned	
Cr1	Creative element confirmed

Co1	Combined element confirmed