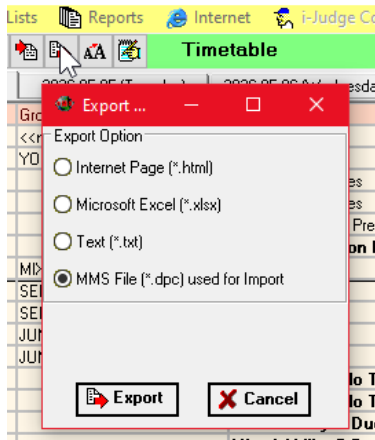


May. 15, 2026

Setting up a New Competition

Setting up the timetable is the most challenging part of a competition. ISS MMS have a few tips and tricks to help simplify the process.

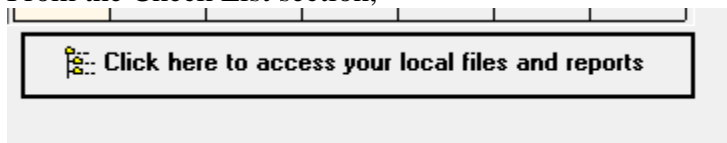
- 1) Find and import an event with a similar timetable.
- 2) Go to the timetable section and export the timetable (to your desktop)



- 3) From the Competition menu, New Competition.
- 4) Go to the timetable section and import your timetable.



- 5) Check that you have deleted all old files. Most get deleted with a New Competition but it is always a good idea to check and familiarize yourself with the location of files. From the Check List section,



\Coach Cards\Sheets contains your coach cards.


\Exports\pdf contains your saved reports.

\Exports\Raw Data contains your judge evaluations. Be sure not to delete the 3 templates.

\Exports\Judge Slips contains the judge slips in Excel.

- 6) Import your current registration from the Excel template. Note that you can do this club by club. It doesn't have to be done all at once.
From the Competition menu, Export / Save, Export Registration to Excel. This will create the template you need to use to successfully import registration.
- 7) From the Reports section: Other, Detailed Timetable.
The detailed timetable is a comprehensive report of all of your settings. Check these settings against your meet package to ensure it is correct.
If you are using AQUA age groups, factors can be set automatically from the timetable.

Factor	
1.6	Choreo and Music
1.6	Performance
2.6	Transitions



- 8) ISS MMS automatically makes a safety backup every 15 minutes. A Safety backup can be restored from the Competition menu in case a registration import goes wrong ☹.
- 9) Backup your competition regularly. Competition menu, Export / Save, Export Entire Competition.

If you require support, always include a recent backup of your competition.

Special Notes:

The most common error is in factoring. If you have made an error in the factors and the event has been scored, you must go back into the Scoring section and rescore each routine (press Enter).

The second most common error is making changes to results that are carried over to another event (ex: Free and Tech, or Figures and Youth Duet). If you make a change to the scores, you must go back into the Scoring section and rescore each routine (press Enter).