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## How to setup Qualifying and Ladders

The most important thing to know about setting up a ladder is that a qualifying list has to be generated before a ladder can be made. The qualifying list establishes the order in which the entries will be positioned in the ladder. Once a ladder is begun, you CAN NOT add any additional entries to the ladder at any time. This means that if you do want to add one additional entry, a new qualifying list must be made to generate a new ladder! If you ladder first round and then do buy backs, a new qualifying list will have to be made after first round – winners only -- and the buy backs will have to be manually entered in the qualifying list and then saved.

### MAKING A QUALIFYING LIST

Step 1: You must select a qualifying mode in the category editor. Qualifying modes 1 through 4 are intended for categories that run a series of qualifying rounds in order to determine the qualifying order (Winners and Losers are placed in the qualifying list). You must run the Drag Race Program in "Qualifying" and you can run a number of rounds ( up to 6 ) in which the program will find the best run an entry made over the 6 rounds (only 1 round of the 6 rounds will be in the qualifying list) and place it into the qualifying list.

Qualifying modes 5, 6, and 7 are for Elimination runs only. This is where you would run a round of Eliminations and then make a qualifying list from the "WINNERS" only! You can make the qualifying list after any round of Eliminations in that category. You must be in "Eliminations" in the Drag Race Program in order for Qualifying modes 5,6,or 7 to work.

**NOTE:** The Qualifying and Ladder Programs are computer generated so it is imperative that proper type ( Qualifying or Elimination ) and Round ( Do not skip a round ) are run so the program will work properly.

Step 2: Once the category has run a qualifying or elimination round, click on the "qualifying button" and select the category that you wish to qualify. A panel will display showing the status of that category ( # of qualifying rounds, # or elimination rounds) and then the qualifying list will appear in the background. If a qualifying list exists for this category, the program will prompt you to either use the existing list or create another. You can edit the list at any time by adding,

inserting or deleting entries by using the “edit” button. Make sure that you save any “edits” that you make.

If you are using qualifying modes 5, 6, or 7, the computer will prompt you for the round that you would like to ladder after. Select the round and the screen will show “WINNERS” only in the specified order based on the qualifying mode.

NOTE: If you have already run additional rounds in Eliminations, the program will restrict you from building a new qualifying list. The program will not even display a list if it determines that an error can happen. In order to view the list if this occurs, you must go to “Media Reports” and bring up the qualifying list for the specified category.

## MAKING A PAIRING LIST

Step 3: Once the qualifying list has been established and saved, you will click on the “Ladder” button and then select the category that you would like to ladder. The qualifying list and # of entries will appear on the screen. It is important to check the qualifying list to verify that it is correct before proceeding.

You must select a Sportsman or Pro Ladder. It will default to a sportsman ladder when there are over 64 entries. Now select the “Pair Up” button. The program will pair the qualifying list with the correct position for all of the racers based on the ladder selected (Pro or Sportsman). The Pairing List will appear on the screen in the correct order. You should Print a “Pairing List” or “Quick Ladder” for the staging crew by clicking on the “Print” Button. This will assure that the correct entries race each other.

After each round of Eliminations is run, you must re-enter the Ladder program and select the category you would like to update. The established Pairing List will appear on the screen and you will need to click on the “Update” button in order to update the list. The ladder program will display the updated Pairing list on the screen based on the last rounds performance (Winners only). You should then Print a “Pairing List” or “Quick Ladder” for the staging crew by clicking on the “Print” Button.

Step 4: Continue to “Update” the ladder each time a round is complete until the ladder is complete. The Ladder program will tell you when a round is complete or incomplete. If you pair someone in error, you will not be able to complete the ladder and the program will prompt you with an error message.

NOTE: It is imperative that all entries are paired up in accordance with the Pairing list established by the computer. If you pair up in error, the ladder will be corrupted and not be able to be completed. It will warn you of corruption by not being able to pair up a round that you have completed.