

Tournament Bass Fishing Software

*Tournament bass fishing software
written by a tournament bass fisherman*

User Documentation

Tournament Director Edition

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Section 1 - Installation & Licensing Guide

1.1 - Overview

Tournament Bass Fishing Software (TBFS) is a single-user Windows desktop application for Tournament Directors.

1.2 - System Requirements

Before installing **TBFS**, verify that your computer meets the following minimum requirements:

Requirement	Minimum Specification
Operating System	Windows 11 (64-bit)
Processor	Intel or AMD dual-core, 1.8 GHz or faster
Memory	4 GB RAM minimum, 8 GB recommended
Storage	200 MB available disk space
Display	1920 x 1080 minimum screen resolution
Internet	Required for license validation and email features
Email Client	A default Windows email client (Outlook, Windows Mail, etc.) for email features

NOTE: TBFS requires an internet connection only to use the birthday email feature.

1.3 - Installation

TBFS is distributed as a single installer file. Follow these steps to install the software on your computer.

Step 1 — Run the Installer

- Locate the installer file provided by Affordable Business Solutions, LLC. The filename is **TBFS_Setup.exe**. If you downloaded from the website, it will likely be in your download directory.
- *Double-Click* the installer file to begin installation. When you do so, you may get a “**suspicious file detected**” warning, depending on your virus protection software. **THIS IS NORMAL**. You may also get a similar warning the first time you run the software.
- If Windows displays a User Account Control (UAC) prompt asking “Do you want to allow this app to make changes?” *Click* **Yes** to continue.

Step 2 — Follow the Installation Wizard

- The install wizard will guide you through the process.
- Clicking **Install** will install **TBFS** to C:\ABS\TBFS on your hard drive and create a shortcut on your Desktop and Start Menu.
- You will be asked to let the installation software make changes to your computer. Click **Yes**. The installer will copy the files. When complete, *Click* **Finish** to complete the installation.

1.4 - License File Setup

TBFS requires a valid license file to operate. Your license is provided by Affordable Business Solutions, LLC.

*IMPORTANT: License files must be present for **TBFS** to operate. Altering or moving your license files violates your license. If either file is missing or corrupted, **TBFS** will not start and will display an error message. Contact Affordable Business Solutions, LLC immediately if this occurs.*

License Tiers

Your license determines which features are available in **TBFS**. The three license tiers are described in Appendix A. The tier name and limits are displayed in the Organization Settings screen.

License Expiration and Grace Period

Each license includes an expiration date. **TBFS** handles expiration as follows:

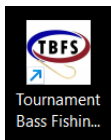
- Valid: License is current. All licensed features operate normally.
- Grace Period: License has expired, but you are within 30 days of the expiration date. **TBFS** will display a renewal reminder each time it starts. All features continue to work during the grace period.
- Expired: License expired more than 30 days ago. **TBFS** will display an error message and exit. Contact Affordable Business Solutions, LLC to renew your license before **TBFS** can be used again.

1.5 – Special Features

TBFS incorporates several special features to enhance ease of use. While these features are described in the subsequent documentation in appropriate detail, a general overview is provided here.

Field	Description
Tooltips	Place your and hold your cursor over an item and a brief description appears.
Help System	For screens that use this feature, pressing F1 opens a new window with detailed explanations for the fields and processes involved.
Table View Data Location	When tables are presented, you can click on a column's data portion and press the character that corresponds to the first character in the data item you are looking for. The cursor will cycle through all data items with that character.
Table View Sorting	When tables are presented, you can click on the header of any column, and the data will sort by that column. Alternatively, certain modules will provide sorting of table data by the press of a special key, such as F3 or F5.
Tooltips	Tooltips are brief explanations, where available, that appear when you hover (position your cursor) over a field or column heading.
System / Support Backup	System Backup copies all TBFS files and creates a .zip file. Support: Backup copies the files necessary to provide you with technical support, should you need it. You can choose the destination for both backups. Your System Backup should be stored on a thumb drive or in the cloud, not on the computer you regularly use for TBFS , so it can be used for recovery if needed.

1.6 - First Launch



After installation, double-click the **TBFS** shortcut on your desktop (shown on the left).

The application will load and display the **main menu**.

Depending on your version of Windows, Smart App Control may block the execution of **TBFS** because it is a new product and hasn't been installed on enough computers yet.

Unfortunately, it doesn't provide an override at that point, so the software cannot continue. If that happens, you need to go into Smart App Control and turn it off. You can do that by searching for Smart App Control using the Search or Windows icon on your taskbar. Click on the Smart App Control icon. It will present you with a screen. Set Smart App Control to **Off**, then restart **TBFS**. Then **TBFS** will run without difficulty.

TBFS uses a license cache to minimize startup time. A cold start (new or changed license file) performs a full decryption and takes a few seconds. A warm start (license unchanged) reads from cache and completes in approximately two seconds. The cache updates automatically whenever a new license file is installed.

Once TBFS presents the main menu, *click* the Organization tab, then Settings, to begin setting up **TBFS** for your club.

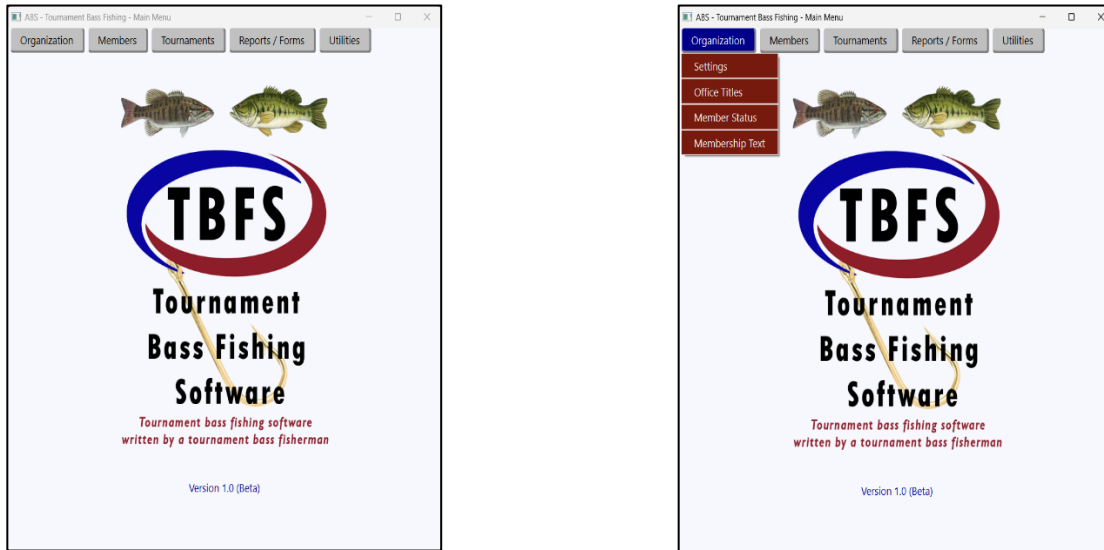


Figure 1: Main Menu (left) and Organization menu expanded (right)

Section 2 – Club Setup & Configuration

2.1 - Overview

Before recording any members or tournaments, you must configure **TBFS** for your club. All configuration is done through the **Organization** menu on the main menu bar. This setup only needs to be done once, though settings can be updated at any time. *Important:* changing tournament-affecting settings (scoring method, format, AOY, etc.) after tournaments have been completed during a season may affect the accuracy of on-going results and standings and should be avoided. Review your club's settings carefully before the season begins.:

2.2 - Organization Settings

You access your organization's settings by *Clicking Organization* on the **Main Menu** bar, then *clicking Settings*. This screen, featured below, is the central configuration for your entire club.

Organizational Information / Settings

Organizational Information / Settings

Name Your Club's Name Here From The License

License Type Club Level Max Tournaments 5

Expires 12-31-2026 Max Participants 10

Website

Member Minimum Age Current Season

Awards

AOY / COY

Angler of the Year (AOY) Co-Angler of the Year (COY)

-- Scoring -- -- Type Tournament --

Points Gross Single Type Mixed Types

Tourney's Required

Lunker

LMB SMB

Tournament Settings

Participants

Members Only

Non Participating Guests

Members and Participating Guests

Opens or Invitationals

Limits

Partner Limit

Solo Limit

Formats

Teams

Individuals

Types

By Weight

By Measurement

Penalties / Points

D.Q.

Skunk

Dead

Did Not Fish

Figure: Organizational Information / Settings

Club Information

Field	Description
Website	Your club's website address (optional, used for reference only).
Current Season	The four-digit year for the active tournament season (e.g., 2025).
Member Minimum Age	The minimum age in years to qualify for club membership.
Club Logo	Your club logo is displayed in the application header and on PDF reports. Maximum size 200 × 150 pixels, aspect ratio 4:3. <i>Click Change Logo</i> to upload. If you need a logo designed and created, Affordable Business Solutions can do that for you. Contact us using the information provided in this document.

NOTE: Your club's name, license tier, maximum participants, and license expiration date are displayed at the top of this screen. These values come directly from your license file and cannot be edited here.

Tournament Settings

The settings in this section define the rules that apply to all tournaments run under your license. Options that are not available for your license tier will appear grayed out and cannot be selected.

Participants — Select which types of participants may fish your tournaments:

- **Members Only:** Only club members may participate.
- **Members and Non-Participating Guests:** Guests may attend, but their catches are not scored.
- **Members and Participating Guests:** Guests may fish, and their catches count in the results.
- **Opens or Invitationals:** Tournaments open to non-members.

Formats — Select how anglers compete:

- **Teams:** Anglers are paired into two-person teams. Team combined weight determines order of finish.
- **Individuals:** Each angler competes independently.

Types — Select how results are measured:

- **By Weight:** Fish are weighed on a certified scale. Results are recorded in pounds to the hundredth.
- **By Measurement:** Fish are measured in inches.

Penalties and Points — Configure scoring adjustments:

- **D.Q. (Disqualification):** Point penalty applied when an angler is disqualified.
- **Skunk:** Point penalty applied when an angler catches no fish.
- **Dead:** Weight deduction per dead fish (entered in pounds, e.g., 0.20).
- **Did Not Fish:** Point penalty applied when an angler chooses not to fish the tournament.

Participation Limit Maximums:

- **Partner Limit:** Maximum number of times the same two anglers may be paired together for the season. Set to 0 for no restriction.
- **Solo Limit:** Maximum number of times a single angler may fish alone (Solo=Y) for the season. Set to 0 for no restriction.

Awards Settings

These settings control whether annual awards are tracked and how eligibility is calculated.

AOY / COY:

- **Angler of the Year (AOY):** Enables this award and the ability to designate tournaments to be included in calculating this award.
- **Co-Angler of the Year (COY):** Enables this award and the ability to designate tournaments to be included in calculating this award.
- **Scoring:** Choice for YTD awards. **Points** (lower is better, place-based) or **Gross** (cumulative weight).
- **Type Tournament: Single** allows for only one type of scoring to be used for all tournaments (points or gross). **Mixed** allows for tournaments to be either.
- **Tourneys Required:** This is the *minimum number* of tournaments an angler must fish to qualify for AOY/COY consideration.

Lunker Awards:

- **LMB:** Enables Largemouth Bass lunger tracking. Set the minimum weight threshold in pounds. . It is used to determine eligibility for, and to create, the **LMB** Lunger Certificate.
- **SMB:** Enables Smallmouth Bass lunger tracking. Set the minimum weight threshold in pounds. It is used to determine eligibility for, and to create, the **SMB** Lunger Certificate.

When you have finished entering your settings, **Click Update Settings. TBFS will confirm the save and return to the main menu after a five-second countdown. Click Stay if you need to make additional changes.**

TIP: Each field on this screen has a tooltip (see example on next page). Hover (leave your cursor positioned) your cursor over any field label to see a brief explanation of what the field does and what values are valid. (see next page)

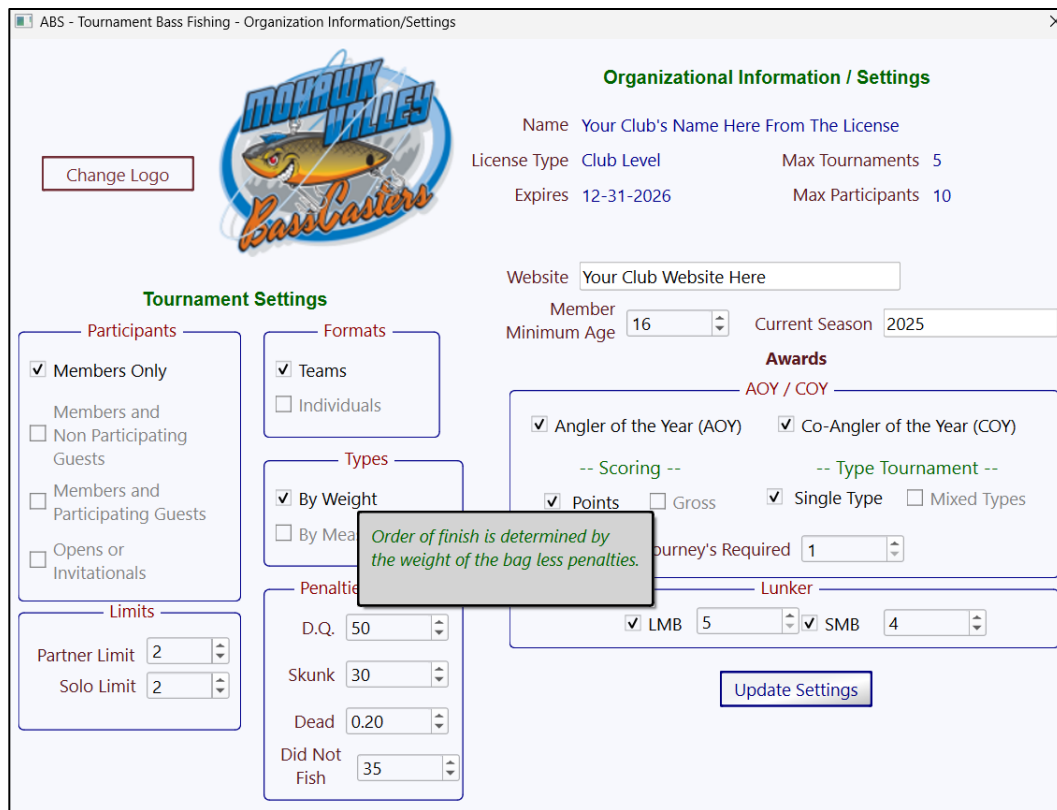


Figure: Organizational Information/ Settings – Tool Tip example

2.3 - Officer Titles

Officer Titles defines the list of club office positions that can be assigned to members. Access this screen by clicking **Organization**, then **Officer Titles** from the main menu.

The titles table displays three columns:

- Title Code: A short alphanumeric code up to five characters (e.g., PRES, VP, SEC). Codes must be unique and are stored in uppercase.
- Title Description: The full name of the position as it will appear on forms and reports (e.g., President, Vice President, Secretary).
- Sort Order: An integer that controls the order in which titles appear in dropdown lists throughout the application. Lower numbers appear first.

Click the **Add Title** button to create a new row. **Double Click a row** to remove a selected title. **Click Save Changes** when done entering a new title.

NOTE: A title cannot be deleted if assigned to a member.



Figure: Maintain Officers Titles

2.4 - Member Statuses

Member Statuses defines the valid status codes that can be assigned to members. Access this screen by *clicking Organization* and then **Member Status** from the main menu.

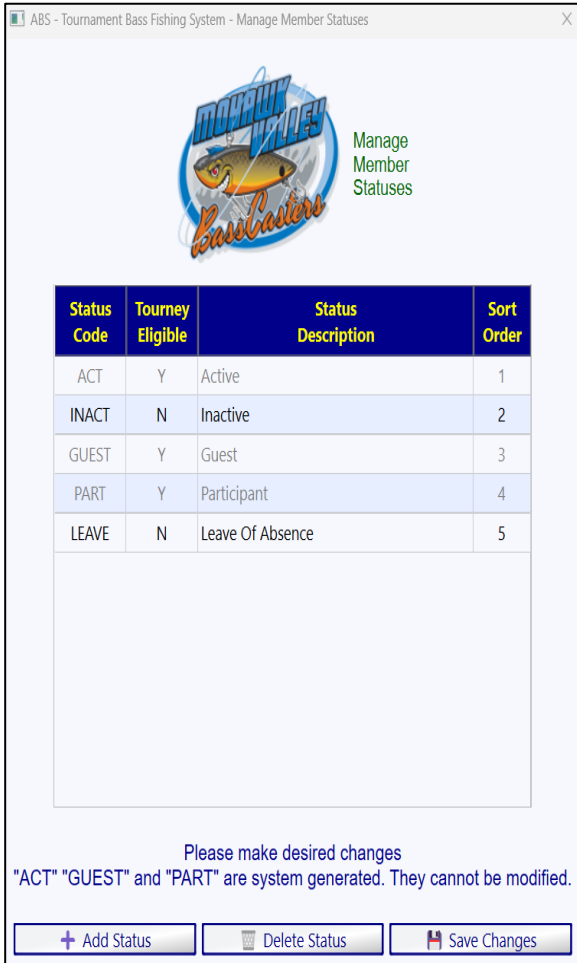


Figure: Manage Member Statuses

The status table displays four columns:

Status Code:	A short alphanumeric code up to six characters (e.g., ACT, INACT). Codes must be unique and are stored in uppercase.
Tournament Eligible (Y/N):	Whether members with this status may be included in the tournament angler selection. Enter Y for eligible or N for ineligible.
Status Description:	A short alphanumeric code up to six characters (e.g., ACT, INACT). Codes must be unique and are stored in uppercase.
Sort Order:	An integer controlling the display order in dropdown lists.

IMPORTANT: Three status codes are pre-installed and reserved by the system: ACT (Active), GUEST (Guest), and PART (Participating Guest). These codes are required for tournament operations and should not be removed or repurposed.


Use the **Add Status**, **Delete Status**, and **Save Changes** buttons the same way as Officer Titles. Changes are validated before saving. **Changes are not saved until** you click **Save Changes**.

2.5 – Membership Text

Membership Text is where you can enter specific language related to membership requirements that will appear on your Membership Form. Access this screen by *clicking Organization* and then **Membership Text** from the main menu. On the screen below, you can enter free-form text to articulate your membership requirements. **Bolding** and *italicizing* text are permitted by selecting the text and then pressing the desired button. These buttons act as a toggle, alternating between applying and removing the effect to the selected text.

Once the entry of the text is complete. *Click* on the **UPDATE** button. This will store the text in the Organization database. If text already exists, it will be displayed here when the module is selected from the menu. This text will be printed on Page 2 of your **New Member Application Form**.

ABS - Tournament Bass Fishing - Membership Form Text ✕



Membership Text

B (Bold)*I (Italic)*

All boaters *must provide proof of current boat insurance* before participating in any club tournament.

A copy of the current boat insurance policy (\$300,000 minimum liability) is required to be shown to the Tournament Director prior to the start of the first club tournament. This proof may be provided by email or in person and must remain valid for the entire tournament season.

Thank you in advance for your cooperation.

Enter or edit the membership form text. Click **Update** to save.

Update

Section 3 — Member Management

3.1 - Overview

All club members are managed through the **Members** menu option on the main menu bar. **TBFS** maintains a complete member database including personal information, contact details, boater status, and photos. Member data is used throughout **TBFS** for tournament angler selection, birthday notifications, and report generation.

From the **Main Menu**, *Click Members*, then **Add Member** to open the Add Member screen.

3.2 - Adding a New Member

Adding a new member involves collecting and storing pertinent information that **TBFS** uses across its various screens and reports. Member information consists of three types: **Personal Information**, **Contact Information**, and **Boater Information**. This type of information is discussed in detail on the following page.

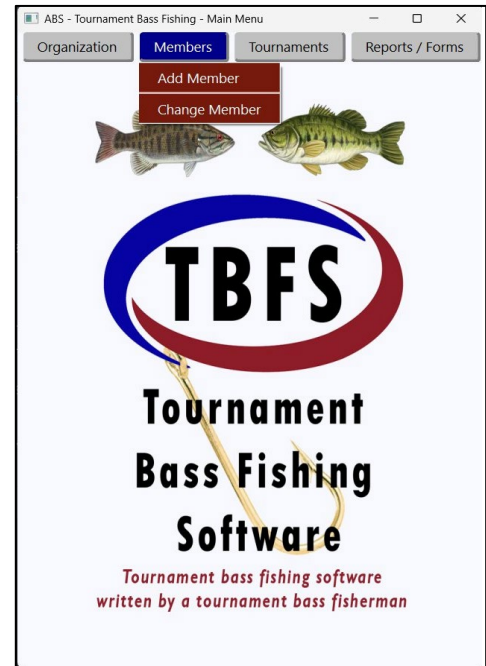


Figure: Main Menu screen – Add Member

Figure: Add Member Screen

Personal Information

Field	Description
First Name	Member's first name. Required. Letters, spaces, hyphens, and apostrophes only.
Last Name	Member's last name. Required.
Suffix	Name suffix such as Jr., Sr., or III. Optional.
Spouse	Spouse or partner name. Optional.
Birth Date	Member's date of birth. Used for age validation and birthday notifications. Member must meet the minimum age set in Organization Settings.
Member Since	Date the member joined the club. Defaults to today.
Status	Member's current status. Selected from the Status dropdown populated from your Member Statuses list.
Office	Club office held by the member, if any. Selected from the Office dropdown populated from your Officer Titles list.
Member Photo	Supported formats are JPG, PNG, JPEG, and GIF. More details regarding the Member Photo are provided on the following page.

Contact Information

Field	Description
Cell Phone	Mobile phone number. Format: (999) 999-9999. Either a cell or a landline is required.
Land Line	Home phone number. Format: (999) 999-9999.
Email	Email address. Used for birthday notifications. Must be in a valid format.
Street	Street address. Required.
City / State / Zip	Entering a valid five-digit ZIP code will auto-fill the City and State fields from the TBFS ZIP code database.

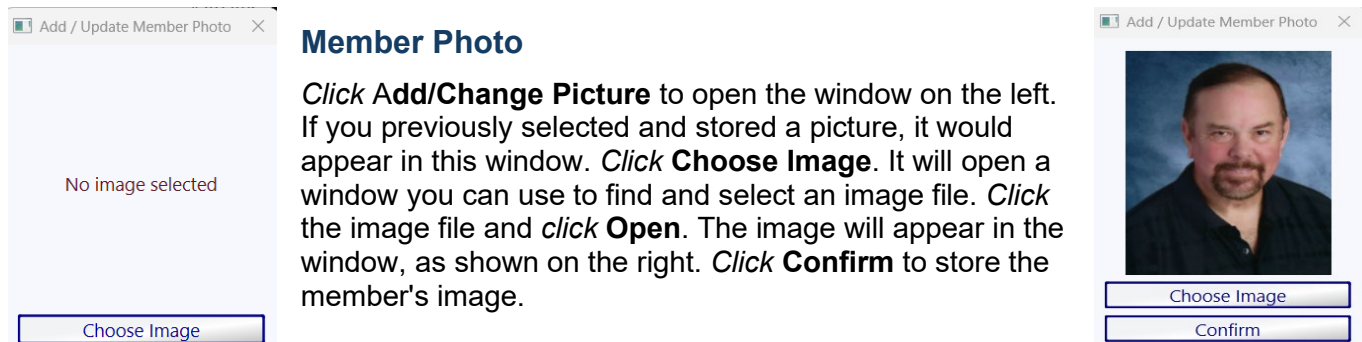
Boater Information

Field	Description
Boater (Y/N)	Enter Y if the member fishes from the front of the boat (boater) or N if they fish as a co-angler. Required.
Own Boat (Y/N)	Enter Y if the member owns their own boat. Required.
Emergency Contact	Name of the member's emergency contact person. Optional.
Emergency Phone	Emergency contact's phone number. Format: (999) 999-9999.

When adding a new member, required fields have an asterisk (*) next to their label.

Certain fields have special formatting, which is explained next to the field or at the bottom right of the screen. The exception is email. That's because it is not a required field. However, if an email address is not entered for a member, you will not be able to include them in TBFS's birthday email feature. Emails, when entered, are checked for a valid format in order to be accepted.

For a boater, own boat, land line, and cell phone, the format must match exactly for the pressed key to be accepted and displayed. Any key not accepted in the format is ignored. So, for example, for a phone number in the format (999) 999-9999, If you type anything other than a left parenthesis "(" for the first character of the area code, it will not be accepted. The same applies for the right parenthesis ")" after the area code, the space after the area code, and the dash (-) between the first three numbers of the subscriber number and the last four digits. For boater and own boat the Y and N must be capitalized.



Fields are edited as they are entered, and an error message, along with highlighting of the field in error, is displayed at entry time.

Once all required fields are entered without error, the Add Member button is displayed.

Saving the Record

Click Add Member to save the member's information to the database. Two final checks are done before adding the record. Fields that are dependent upon other fields, such as landline and cell phone, are edited. Additionally, TBFS will check for duplicate names before saving. If a member with the same first name, last name, and suffix already exists, you will be notified, and the save will be blocked.

After a successful save, a confirmation countdown appears. Click **Stay** to add another member immediately, or let the countdown complete to return to the main menu.

NOTE: When a new member is added with a valid email address, TBFS automatically creates a birthday notification record in the current-year birthday email schedule for use with TBFS's birthday email feature. No additional action is needed.

3.3 - Changing a Member Record

Click **Members** then **Change Member** from the main menu. The Member Lookup screen displays all members sorted by last name, then first name. (see next page)



Figure: Member Lookup screen

3.4 - Member Lookup Screen

The Member Review screen (opened via Members > Change Member) provides a read-only grid of all members. The list is sorted alphabetically by last name.

Columns displayed are:

- Name (First Last, Suffix)
- Status
- Address
- Phone (cell and landline)
- Boater (Y/N)
- Email

Single-Click a row to select that member and display their information in the **Change Member** screen. In the **Change Member** screen, all fields are pre-filled with the existing information and can be edited. This module works the same as the Add Member module. When all changes are complete, **click Update Member**.

TBFS detects when a name change would create a duplicate and will block the update with an explanation if one is found.

After saving, the five-second countdown returns you to the **Member Lookup** screen so you can immediately select another member if needed.

If no changes are desired, **click Close** to return to the main menu.

Section 4 — Tournament Operation

4.1 - Overview

Tournament operations in **TBFS** follow a defined lifecycle. Each tournament progresses through four stages: Scheduled, In Process, Weigh-In Ready, and Completed. The color coding in the tournament selection screens reflects the current stage of each tournament.

Status	Color	Meaning
Scheduled	White	The tournament is on the schedule, but no angler data has been entered.
In Process	Yellow	Anglers have been assigned, but the lineup has errors or is incomplete.
Weigh-In Ready	Green	Angler lineup is complete and valid. Ready for weigh-in.
Completed	Gray	Weigh-in results have been finalized. Cannot be deleted.



4.2 - Tournament Schedule

Access the tournament schedule by *Clicking* **Tournaments** then **Manage Schedule** from the main menu. This screen allows you to add, edit, and delete tournaments for the current season. (see next page)

4.3 – Manage Tournament Schedules

Season: 2025 License: Club Level Max Tournaments: 5

Location	Date	AOY	Teams	Individual	Open	Weight	Measure	Members Only	Guests	Participating Guests
Lillinoah	2025-05-17	N	Y	N	N	Y	N	Y	N	N
Candlewood #1 - Squantz Launch	2025-06-07	N	Y	N	N	Y	N	Y	N	N
Ct River	2025-08-09	N	Y	N	N	Y	N	Y	N	N
Housatonic	2025-09-13	N	Y	N	N	Y	N	Y	N	N
Candlewood #2 - Squantz Launch	2025-10-11	N	Y	N	N	Y	N	Y	N	N
Candlewood #2 - Test 3	2025-10-3	N	Y	N	N	Y	N	Y	N	N

Press F1 for instructions/directions on how to create a tournament schedule.
More information on the options can be found by placing the cursor over the heading

+ Add Tournament Save Tournament Schedule

Figure: Manage Tournament Schedules

The **Manage Tournament Schedules** grid displays the current season, your license tier, and the maximum tournaments your license permits at the top, with the following fields described below

Column	Description
Location	The name of the lake, reservoir, or fishing location. Required.
Date	Tournament date in YYYY-MM-DD format. The date is the primary key — it cannot be changed after saving. To correct a date, delete the tournament and re-enter it.
AOY	Y/N. Whether this tournament counts toward Angler of the Year standings.
Teams	Y/N. Whether anglers compete as two-person teams.
Individual	Y/N. Whether anglers compete individually. Teams and individuals cannot both be Y.
Open	Y/N. Whether this is an open or invitational tournament.
Weight	Y/N. Whether the results are based on weight.
Measure	Y/N. Whether the results are based on measurement. Weight and Measure cannot both be Y.
Members Only	Y/N. Limits participation to club members.
Guests	Y/N. Allows non-participating guests.
Participating Guests	Y/N. Allows guests whose catches count in the results. Only one Participant option can be Y.

Adding a Tournament

Season: 2025 License: Club Level Max Tournaments: 5

Location	Date	AOY	Teams	Individual	Open	Weight	Measure	Members Only	Guests	Participating Guests
Lilinoah	2025-05-17	N	Y	N	N	Y	N	Y	N	N
Ct River	2025-08-09	N	Y	N	N	Y	N	Y	N	N
Housatonic	2025-09-13	N	Y	N	N	Y	N	Y	N	N
Candlewood #2 - Test 3	2025-10-3	N	Y	N	N	Y	N	Y	N	N
	2026-04-06	Y	Y	N	N	Y	N	Y	N	N

Press F1 for instructions/directions on how to create a tournament schedule.
More information on the options can be found by placing the cursor over the heading

+ Add Tournament Save Tournament Schedule

Figure: Manage Tournament Schedules – Add a Tournament

Click **Add Tournament**. A new row appears at the bottom of the grid with today's date and your organization's defaults pre-filled.

Click or **TAB** to the **Location** cell and type the tournament location name.

Click or **TAB** to the **Date** cell and enter the date in **YYYY-MM-DD** format.

Review and adjust the **option columns** as needed for this specific tournament by typing **Y/N**.

Options not available or permitted by your license are grayed out.

Click **Save Tournament Schedule** when all rows are complete.

TBFS checks for duplicate dates and validates all cells before saving.

No data is saved until **Save Tournament Schedule is *clicked* and all edits are passed.**

ToolTips are available to provide a brief explanation related to each column.

TIP: Hover your cursor over any column header to see a description of what that column controls and what valid values are accepted.

Licensing Requirements

TBFS is provided on an annual license basis as explained in 1.4 and Appendix A. Your licensing provisions include the number of tournaments you can schedule in a season. This is checked when you look to add a tournament. If you attempt to add a tournament that would cause you to exceed your license limit, you will be notified and unable to add the new tournament until your license is upgraded.

It is recommended that you add your tournaments to TBFS as soon as possible in the new year, well before the start of the season, so that, if necessary, you can upgrade your license.

ABS - Tournament Bass Fishing System - Manage Tournament Schedules

NOBANK VALLEY BassCasters

Manage Tournament Schedules

Season: 2025 License: Club Level Max Tournaments: 5

Location	Weight	Measure	Members Only	Guests	Participating Guests
Lillinoah	Y	N	Y	N	N
Candlewood #1 - Squantz Launch	Y	N	Y	N	N
CT River	Y	N	Y	N	N
Housatonic	Y	N	Y	N	N
Candlewood #2 - Test 3	Y	N	Y	N	N

License Limit Exceeded

Your license permits a maximum of **5** tournaments per season.
 You currently have **5** tournaments scheduled.
 Please remove tournaments to proceed.

OK

Press **F1** for instructions/directions on how to create a tournament schedule.
 More information on the options can be found by placing the cursor over the heading

+ Add Tournament Save Tournament Schedule

Figure: Manage Tournament Schedules Figure – Licensing Warning
(see next page)

Deleting a Tournament

Tournaments with a “scheduled” status can be deleted after verifying that is the desired intent without consequence.

The screenshot shows the 'Manage Tournament Schedules' window. At the top, there is a logo for 'Mohawk Valley BassCasters' and the text 'Manage Tournament Schedules'. Below this, it displays 'Season: 2025', 'License: Club Level', and 'Max Tournaments: 5'. The main area contains a table with the following columns: Location, Date, AOY, Teams, Individual, Open, Weight, Measure, Members Only, Guests, and Participating Guests. A 'Confirm Delete' dialog box is overlaid on the table, asking 'Are you sure you want to delete the tournament scheduled for Candlewood #2 - Test 3 on 2025-10-3?'. The dialog has 'Yes' and 'No' buttons. At the bottom of the window, there are two buttons: '+ Add Tournament' and 'Save Tournament Schedule'. A note at the bottom of the window reads: 'Press F1 for instructions/directions on how to create a tournament schedule. More information on the options can be found by placing the cursor over the heading'.

Location	Date	AOY	Teams	Individual	Open	Weight	Measure	Members Only	Guests	Participating Guests
Lillinoah							N	Y	N	N
Candlewood #1 - Squantz Launch							N	Y	N	N
Ct River							N	Y	N	N
Housatonic							N	Y	N	N
Candlewood #2 - Squantz Launch	2025-10-11	N	Y	N	N	Y	N	Y	N	N
Candlewood #2 - Test 3	2025-10-3	N	Y	N	N	Y	N	Y	N	N

Figure: Manage Tournament Schedules Figure – Deleting A Scheduled Status Tournament

Tournaments with an **In Process** status have angler data entered. They can be deleted, but **TBFS** will warn you that all angler data associated with that tournament will be permanently deleted if you proceed. (see next page)

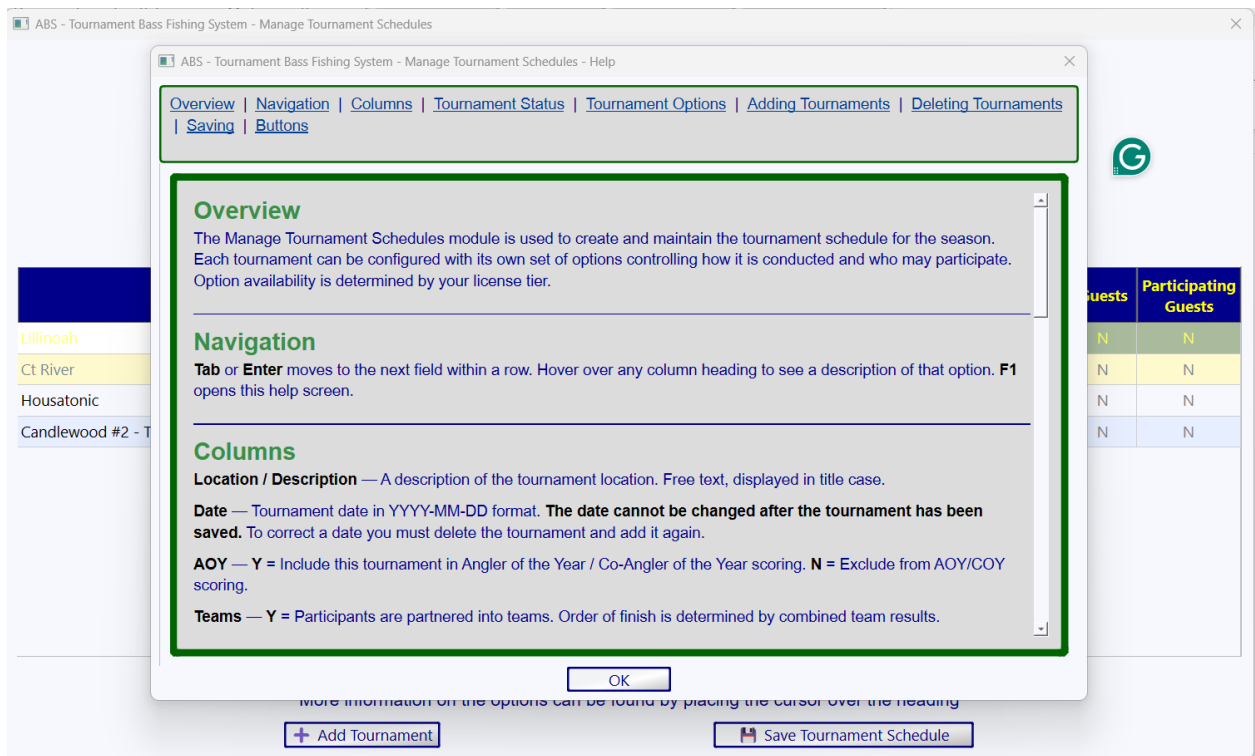


Figure: Manage Tournaments Schedules – Help Screen


4.3 Angler Selection

Angler Selection is the process of building the lineup for an upcoming tournament. **Click Tournaments**, then **Angler Selection** from the main menu. **TBFS** displays all tournaments that are not yet completed for the current season.



Single-Click the **tournament** you wish to set up. The Angler Selection screen opens, showing all eligible members from the member database. This will bring you to the **Tournament Participants Selection Screen** (see next page)

Figure: Tournament Angler Selection


 Tournament Participants Selection

Season: 2025 Date: 2025-09-13
 Location: Housatonic
 Max Participants: 10 Assigned: 0

Angler	Team	Boater	Solo	Error Code / Status
Dave B.	0	N	N	Not Entered
Dave L.	0	N	N	Not Entered
Morrie A.	0	Y	N	Not Entered
Rich B.	0	Y	N	Not Entered
Rich K.	0	N	N	Not Entered
Rich T.	0	N	N	Not Entered
Sal M.	0	Y	N	Not Entered
Walt M.	0	N	N	Not Entered
Armand F.	1	Y	N	Not Entered
Ken T.	1	N	N	Not Entered

DOUBLE CLICK on EACH ANGLER to allow data to be entered for that angler.
 When done **PRESS** the **LINE UP COMPLETE** button. This will check all your data entered.
 For an brief explanation of a column, place and leave your cursor on the heading. **Press F1** for detailed help related to entering participants for a tourney.

Figure: Tournament Participants Selection – Initial Line Up Presentation

Building the Lineup

The tournament participation process will check whether the TD has already begun entering participants for the tourney. If they have, the results have been stored and will be retrieved and presented. Participants with errors will be presented first, so they can be easily corrected, followed by participants cleared to fish, and finally members who chose not to fish. If the TD has not yet begun working on entering participants for the tourney, the members eligible to fish will be presented. They are sorted by first name, then last name.

Dual editing of participant information

TBFS uses two forms of edits to ensure that each participant’s entered information is accurate and that the participant can be cleared to fish. The first is column editing. The value for each column is edited as they are entered.

An appropriate error message is displayed when the value entered is not permitted.

The second is row editing. In certain formats, such as a **TEAM FORMAT** tournament, certain edits, such as the number of members on a team, for example, require multiple rows to be entered and edited before the participants can be cleared to fish. (see next page)

Entering a participant's information

- **Double-Click** on an **angler's name** to unlock their row for editing.
- Members are listed with their name, boater status, and a team number (initially 0).
- **TEAM NUMBER** - Enter a team number greater than 0 to include the angler in the tournament. A team number of 0 means the angler is not fishing.
- For tournaments using a TEAM FORMAT, two anglers with the same team number form a pair. Each team should have exactly two members unless they are fishing Solo.
- **BOATER:** Y or N (capitals are required). This value is pre-loaded from the member's record but can be overridden.
- **SOLO:** Y, N, or G (capitals are required): Enter Y if this angler is fishing alone by choice. This is edited against the limits set in Organization Settings. Enter G if the solo angler is to receive a "Ghost" co-angler. Ghost co-anglers can be provided to a boater at the discretion of the TD if there are no co-anglers left to pair them with or if a co-angler previously scheduled is a last-minute no-show. A Ghost co-angler's weight is calculated as the average of all co-anglers fishing that tournament. Enter N if this angler is paired with another angler.

The above values are edited as they are entered.

To fully validate all participants' information, **click Line Up Complete**. This causes all anglers' information to be edited using both column and row edits. Errors and statuses are presented in the column titled Error Code / Status. Rows with errors are also **highlighted**. A summary of the editing results is also presented. At this point, you can save the information entered or continue editing. If you save the information, it will be presented to you next time you work on this tournament, exactly as you left it.

Line Up Summary

Valid Entries: 8
Errors: 5

Rows with errors are highlighted.
Errors are sorted to the top.

You cannot conduct a weigh in with errors in your line up.

You can save your line up at this point and come back to finish it.

PRESS YES to save and return to main menu.
PRESS NO to return to editing.

Angler	Team	Boater	Solo	Error Code / Status
Armand F.	1	Y	N	More than 2 — Not Entered
Walt M.	1	N	N	More than 2 — Not Entered
Ken T.	1	N	N	More than 2 — Not Entered
Jason B.	4	Y	G	Ghost Not Valid - Team of 2 — Not Entered
Jason B.	4	N	X	Not Entered - Solo Not Y/N/G
Rich T.	4	Y	N	Ghost Not Valid - Team of 2 — Not Entered
Steve D.	12	Y	N	Partner Pairing Exceeded — Not Entered
Kevin N.	12	N	N	Partner Pairing Exceeded — Not Entered
Dean R.	2	Y	N	Entered ✓
Zach V.	2	N	N	Entered ✓




DOUBLE CLICK on EACH ANGLER to allow data to be entered for that angler.
When done PRESS the LINE UP COMPLETE button. This will check all your data entered.
For an brief explanation of a column, place and leave your cursor on the heading. Press F1 for detailed help related to entering participants for a touerney.

ADD ANGLER LINE UP COMPLETE ✓

Figure: Tournament Participation Selection – After Lineup Complete Clicked with Errors

Correcting Participant Errors

A vertical scroll bar is provided for easy access to anglers not initially viewable. You can also use the page up, page down, up arrow, and down arrow keys to locate an angler. If you *single*-click any angler's name and press the first letter of the angler's name you are looking to enter data for, the screen will advance through the anglers with that first letter in their name.

When all anglers are ok to fish with a status of   Entered , the window on the right is presented. *Clicking OK* returns you to the main menu. The tournament is now flagged as weigh-in ready.

NOTE: You can return to Angler Selection for a tournament that is In Process to make changes right up until weigh-in begins. Clicking Lineup Complete again will re-validate and re-save the entire lineup.

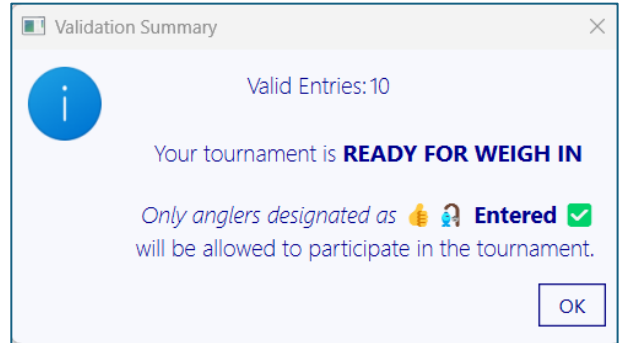


Figure: Ready for Weigh-In Window

This Tournament Participation Selection screen has a help screen pictured below.

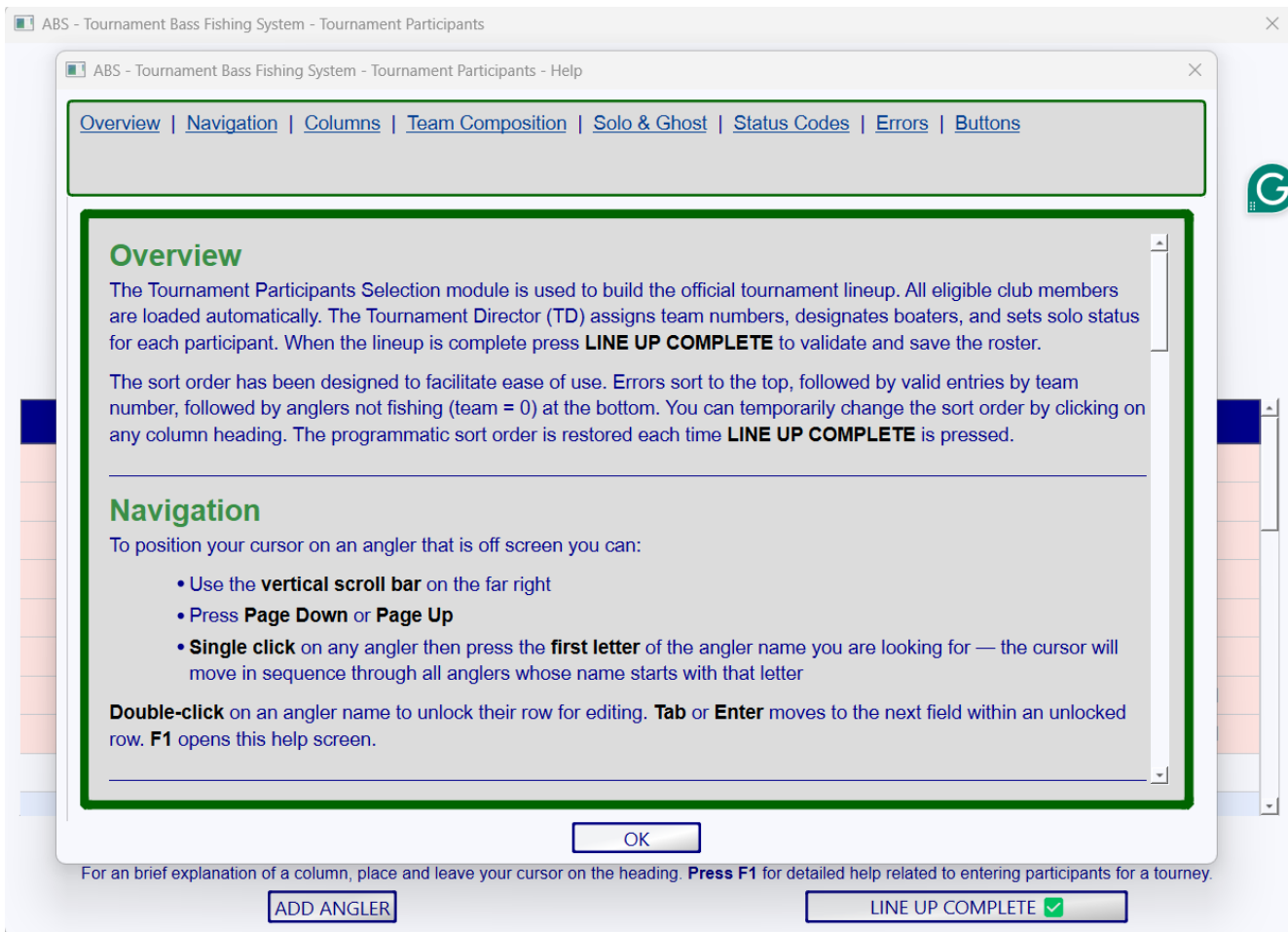


Figure: Tournament Selection Participants — F1 Help

License Validation

Part of the validation process is checking the number of valid entries, entries that passed all edits, and would be eligible to fish the tournament against the number of participants able to fish a tournament according to your license. If the number of valid entries to fish the tournament exceeds your license limit, a warning is issued, as shown in the screen below.

The screenshot shows a software window titled "Tournament Participants Selection" with a "Line Up Summary" dialog box open. The dialog box contains the following text:

Valid Entries: 21

⚠ LICENSE VIOLATION
 Anglers cleared to fish (21) exceeds the number allowed by your license (10).
 Please correct in order to conduct your weigh in.

You can save your line up at this point and come back to finish it.

PRESS YES to save and return to main menu.
PRESS NO to return to editing.

Buttons: Yes, No

The background window shows a table of participants with columns for Angler, Team, and Status. At the bottom, there are buttons for "ADD ANGLER" and "LINE UP COMPLETE".

Figure: Tournament Participation Selection - Line Up Summary — License Violation

4.4 - Weigh-In

The weigh-in screen is used on tournament day to record each angler’s catch results. *Click Tournaments*, then **Weigh In** from the main menu. *Click the tournament* you are weighing in for from the list. Only tournaments with Weigh-In Ready status are shown.

Entering Results

The weigh-in grid (see next page) shows all anglers scheduled to fish the tournament in a table using alternating blue/white rows. This is where angler data for the tournament will be entered.

For tournaments using the **Team Format**, an additional table is displayed using alternating purple/white rows. This table is for display only.

When needed, each table will have its own vertical scrollbar on the far right, enabling independent viewing of individual and team results.

Double-*Click* an **angler’s name** to unlock their row for data entry.

Only one angler row can be unlocked at a time.

For each angler, enter the following data using the Tab or Enter key to advance between fields. These fields are column edited as entered (see previous discussion – 4.3 dual editing of participants' information)




Field	Description
DQ (Y/N)	Enter Y if the angler is disqualified.
DNF (Y/N)	Enter Y if the angler did not fish the same as Team = 0 for TEAM FORMAT.
LMB	Number of Largemouth Bass in the angler’s bag. Integer.
LMB Lunker *	Weight of the largest Largemouth Bass caught, if qualifying. Decimal (e.g., 6.25).
SMB	Number of Smallmouth Bass in the angler’s bag. Integer.
SMB Lunker *	Weight of the largest Smallmouth Bass caught, if qualifying. Decimal (e.g., 5.25)..
Bag Weight	Total weight of all fish in the angler’s bag.
Dead	Number of dead fish in the bag.

* **Note:** SMB & LMB Lunker are not a required entry regardless of the number of SMB or LMB caught, because an angler may not submit a fish for lunker consideration if they feel it is undersized

Entering Results (continued)

ABS - Tournament Bass Fishing System - Tournament Weigh In
✕



Tournament Weigh-In Results Entry

	Angler	Team	Boater	Solo	DQ	Did Not Finish	# LMB	LMB Lunker	# SMB	SMB Lunker	Bag Weight	# Dead	Penalty	Net Weight	Weigh In Status
Individual Results	Dean R.'s 🇺🇸	18	N	X	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in ✓
	Bruno C.	16	N	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Cole P.	13	N	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Dave L.	23	Y	Y	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Dean R.	18	Y	G	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Eli C.	17	N	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Jason R.	12	N	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Rich K.	17	Y	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Steve D.	12	Y	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in
	Steve S.	13	Y	N	N	N	0	0.00	0	0.00	0.00	0	0.00	0.00	🇺🇸 ed in

Team	Anglers	Total	Team	Anglers	Total	Team	Anglers	Total
12	Jason R. (0.00), Steve D. (0.00)	0.00	13	Cole P. (0.00), Steve S. (0.00)	0.00	16	Bruno C. (0.00), Walt M. (0.00)	0.00
17	Eli C. (0.00), Rich K. (0.00)	0.00	18	Dean R. (0.00), Dean R.'s 🇺🇸 (0.00)	0.00	23	Dave L. (0.00),	0.00

PRESS F1 for help. **DOUBLE CLICK** on the **ANGLER** to enter results. **PRESS F5** When finished entering angler results.

Figure: Initial Tournament Weigh-In - Results Entry an In-Process Status Tournament

Finalizing Angler Entry

Press F5 when you are done entering information for an angler. The weigh-in module has both single-column editing and multi-column editing. Multi-column editing takes into account the interdependent relationship between the columns, such as # LMB and LMB Lunker. For example, if LMB has a value of zero, you cannot have a value greater than zero for LMB Lunker. Additionally, when F5 is pressed, and there are no data errors, calculated fields are populated.

Field	Description
Dead Fish Penalty	The number of dead fish entered is multiplied by the penalty in the club's organization settings.
Net Weight	Net Weight = Bag Weight - Dead Fish Penalty

Individual and Team (if TEAM FORMAT is in use) results are re-sorted after each angler's entry has been completed. This provides an up-to-the-minute status of the tournament results as they occur.

Ghost Anglers

If an angler was designated as having a Ghost Angler during the angler selection process, signified by a G entered into the solo column, a Ghost Angler row will appear in the grid. Ghost Anglers cannot be unlocked for data entry. The Ghost Angler weight is calculated automatically as the average net weight of each co-angler fishing the tournament is entered.

Finalizing Tournament Results

Tournament results are finalized automatically when all anglers' data has been entered without any errors.

All net weights are finalized, and all penalties are applied. Then the individual results are sorted by net weight, highest first. Points are calculated for YTD awards such as AOY and COY. The tourney results database is updated. The tourney schedule database is marked as completed.

Tournament Weigh-In Results Entry has a full help screen. Press F1 at any time on the weigh-in screen to view the help screen.

IMPORTANT: Once a tournament is marked Completed, its weigh-in data cannot be edited through the weigh-in screen. Contact Affordable Business Solutions, LLC if a correction is required after finalization.

Section 5 — Reports, Awards & Forms

5.1 - Overview

All reports and forms are accessed through the Reports / Forms menu on the main menu bar. Reports are generated as PDF files and opened automatically in your default PDF viewer. Each PDF is saved to the reports folder within the **TBFS** installation directory and can be reprinted at any time.

A sample print out of all reports is available in Appendix D: in this documentation.

*NOTE: If a report file is already open in your PDF viewer when you try to regenerate it, **TBFS** will alert you. Close the file in your viewer, then click Yes to retry or No to cancel.*

5.2 - Membership Form

Click **Reports/Forms**, then **Membership Form** from the main menu to generate a **New Member Application Form** as a PDF. The form is pre-formatted with your club name and logo and includes fields for all required member information. Print this form and give it to prospective members to complete before entering them into **TBFS**.

The form includes sections for personal information, contact information, boater details, emergency contact, photo instructions, and a place for club-specific information, such as boater insurance requirements, and a signature line.

5.3 - Tournament Results

Click **Reports/Forms**, then **Results**. **TBFS** displays a list of completed tournaments for the current season. Single-Click the tournament you want, and the PDF is generated immediately.

The results report shows the full angler list sorted by net weight, including team pairings, individual weights, penalties applied, and final placing. AOY points earned are shown if applicable, which you can view in Appendix D-1.

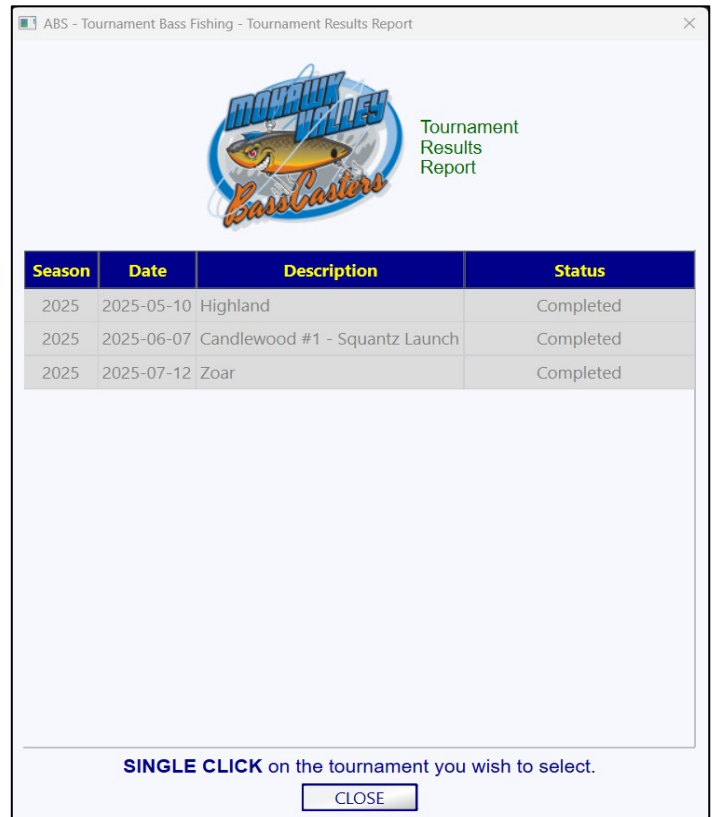


Figure: Tournament Results Report

5.4 - AOY/COY YTD Report

Click **Reports/Forms**, then **AOY/COY (YTD - Results)** to open the AOY/COY Year-to-Date Report dialog. This report calculates cumulative standings for the current season based on the parameters selected, which are explained in detail in the table below.

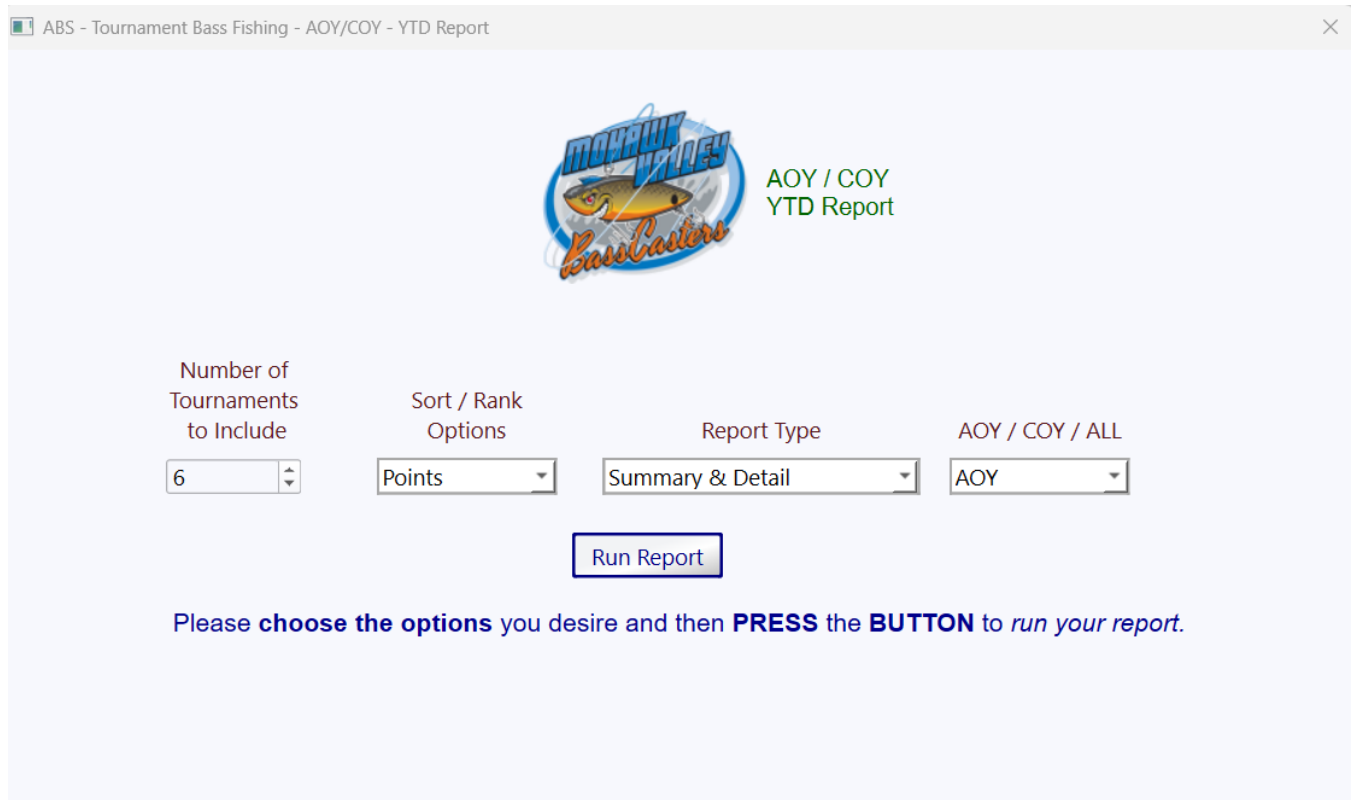


Figure: AOY/COY - YTD Report

Report Options

Option	Description
Sort / Rank By	Choose Points (lower placement score is better) or Net Weight (higher cumulative weight is better).
Report Type	Summary Only shows one line per angler with YTD totals. Detail Only shows a breakdown of each tournament per angler. Summary & Detail generates both sections.
AOY / COY / ALL	AOY includes all anglers who participated in tournaments designated to be included in AOY calculations. COY includes only co-anglers (non-boaters) who participated in tournaments designated to be included in COY calculations. ALL includes every angler and all tournaments.
Max Tournaments	Applies Best-of-X logic. Only the angler's best X tournaments count toward the report's total. Set to the maximum number of tournaments in your schedule if all tournaments should count.

Click Run Report to generate the PDF. The report includes your club logo and the current date, and is formatted for standard letter paper, as shown in Appendix D-2.

5.5 - Lunker Awards

Click **Reports/Forms**, then **Lunker Report/Certificates** from the main menu to open the **Lunker Awards** screen. This screen displays all qualifying lunker catches for the current season based on the LMB and SMB weight thresholds set in Organization Settings.

ABS - Tournament Bass Fishing System - Lunker Awards

Print All Certificates

Name	Species	Weight	Location	Date	Print Certificate
Steve Deguzis	Largemouth	8.50	Candlewood #1 - Squantz Launch	06-07-2025	<input checked="" type="checkbox"/>
Eli Couch	Largemouth	6.45	Candlewood #1 - Squantz Launch	06-07-2025	<input checked="" type="checkbox"/>
Dean Rustic	Largemouth	6.14	Pachaug	12-04-2025	<input checked="" type="checkbox"/>
Scott Rosborg	Largemouth	5.55	Highland	05-10-2025	<input checked="" type="checkbox"/>
Walt Ma1hew	Largemouth	5.44	Pachaug	12-04-2025	<input checked="" type="checkbox"/>
Dean Rustic, 🇺🇸	Largemouth	5.40	Candlewood #1 - Squantz Launch	06-07-2025	<input checked="" type="checkbox"/>
Dean Rustic	Largemouth	5.40	Candlewood #1 - Squantz Launch	06-07-2025	<input checked="" type="checkbox"/>
Austin Sanchez	Smallmouth	5.26	Candlewood #2 - Squantz Launch	10-11-2025	<input checked="" type="checkbox"/>
Steve Deguzis	Smallmouth	4.03	Candlewood #2 - Squantz Launch	10-11-2025	<input checked="" type="checkbox"/>
Scott Rosborg	Smallmouth	4.01	Pachaug	12-04-2025	<input checked="" type="checkbox"/>

Print Reports / Certificates Close

Figure: Lunker Awards

Each qualifying catch is shown with the angler’s name, species (Largemouth or Smallmouth), weight, location, and date. An angler can appear twice if they have qualifying catches in both species.

Printing

- The Print All Certificates checkbox at the top of the screen selects or deselects all rows for certificate printing.
- Uncheck individual rows in the Print Certificate column for any angler who should not receive a certificate.
- **Click Print Reports / Certificates** to generate the Lunker Award Report PDF (always generated) and individual certificates for all checked rows. Samples of these certificates are available in Appendix D-3.

5.6 - Membership Award Certificates

- **Click Reports/Forms**, then **Membership Achievement Awards** to open the Member Achievement Awards screen. This module generates membership milestone awards and achievement certificates.
- The Print All Certificates checkbox at the top of the screen selects or deselects all rows for certificate printing.
- You can also check the individual Print Certificate box to print only specific certificates.

Two variations of certificates are printed: a standard certificate for 5, 10, 15, and 20 years of membership, and the special “Ancient Mariner” certificate for 25 years. This certificate, as you will see in the appendix, simulates an oak plaque with a brass plate. At the time of purchase, if you forward your club's logo, a carved wood logo will be generated for your use in **TBFS**. Otherwise, your standard logo or your club’s name from the license will be used. Both are available for viewing in Appendix D-4

Membership Award Certificates

Print All Certificates

Name	Member Since	Years	Award Category	Print Certificate
Test Boater, Jr.	03-17-1936	89	Ancient Mariner	<input type="checkbox"/>
Dave Bush	03-11-1936	89	Ancient Mariner	<input type="checkbox"/>
Jack Ahearn	10-25-2015	10	10 Year Member	<input type="checkbox"/>
Jim Mayhew	02-06-2005	20	20 Year Member	<input type="checkbox"/>

Print Certificates

Figure: Membership Award Certificates

5.7 - Birthdays

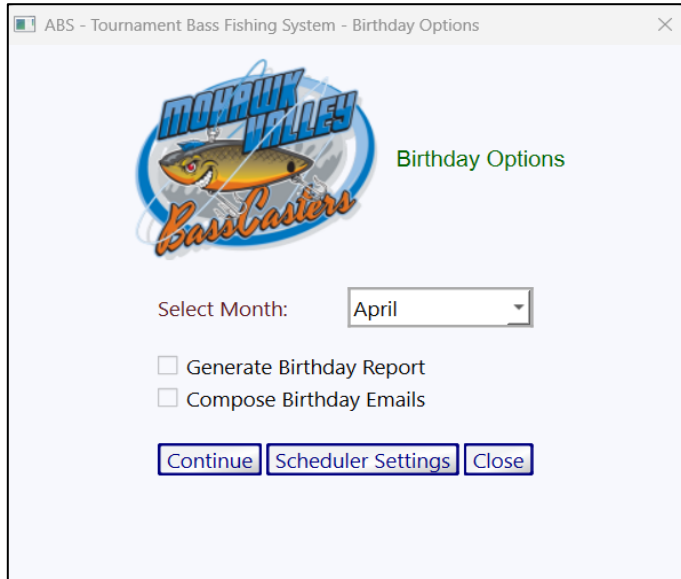


Figure: Birthday Options

Using the Birthday Screen

- Select the month using the Select Month dropdown.
- **Click Generate Birthday Report** to create a PDF listing all member birthdays for that month, including name, birth date, and age.
- **Click Compose Birthday Emails** to open the email status table showing all members with birthdays in the selected month, plus any missed birthdays from earlier in the current year.
- **Click Continue** to execute your selected actions.

You can review a sample of the Birthday Report in Appendix D-5

For **Compose Birthday Emails**, any unsent emails for the month selected and any unset emails from previous months are displayed, as shown on the screen below

Clicking **Select All** toggles the send check boxes for all.

An email will be created for anyone with **Send** checked.

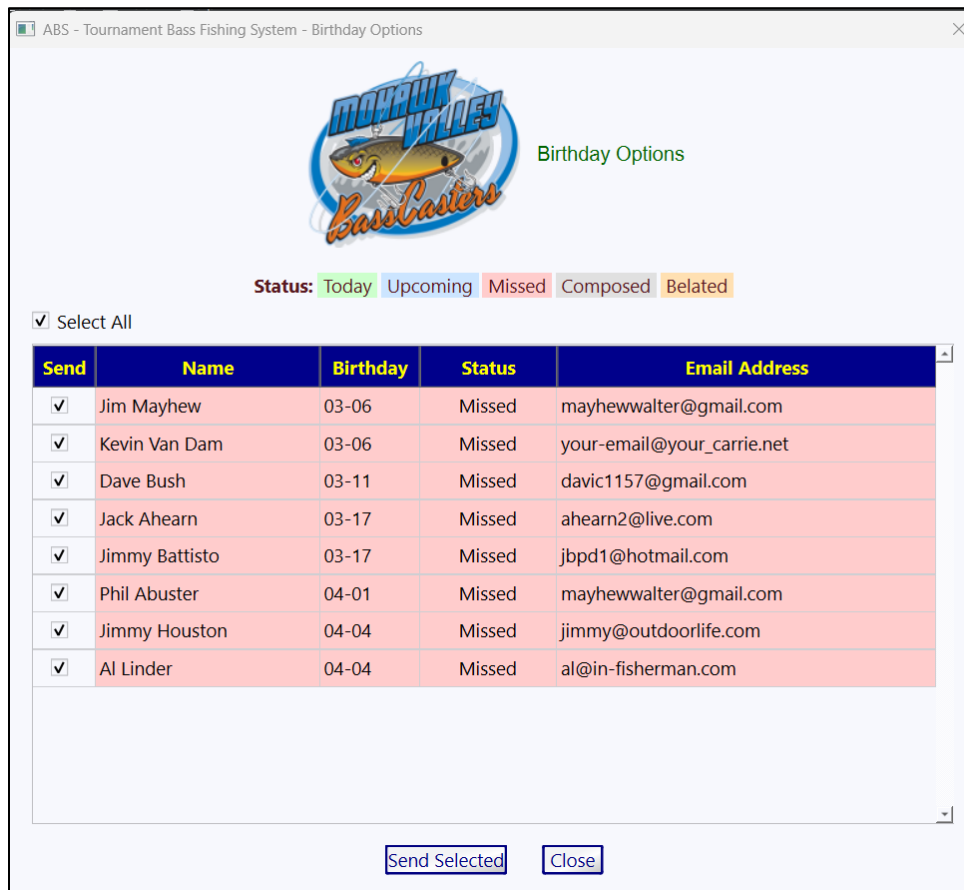


Figure: Membership Award Certificates

Email Status Colors

Color	Status	Meaning
Green	Today	Birthday is today. The email should be composed now.
Blue	Upcoming	The birthday is in the future this month.
Red	Missed	The birthday has passed, and no email was composed.
Gray	Composed	The email was composed on or before the birthday.
Orange	Belated	The email was composed after the birthday.

*NOTE: **TBFS** composes the email but does not send it automatically. Each email opens in your default email client as a draft ready to send. This gives you the opportunity to review and personalize the message before sending.*

Email Scheduling

Email scheduling is fully automated in TBFS. Each December records are created in a database for the birthdays of members for the upcoming year. This is the database used to Compose Birthday Emails. However, if a new member is added after

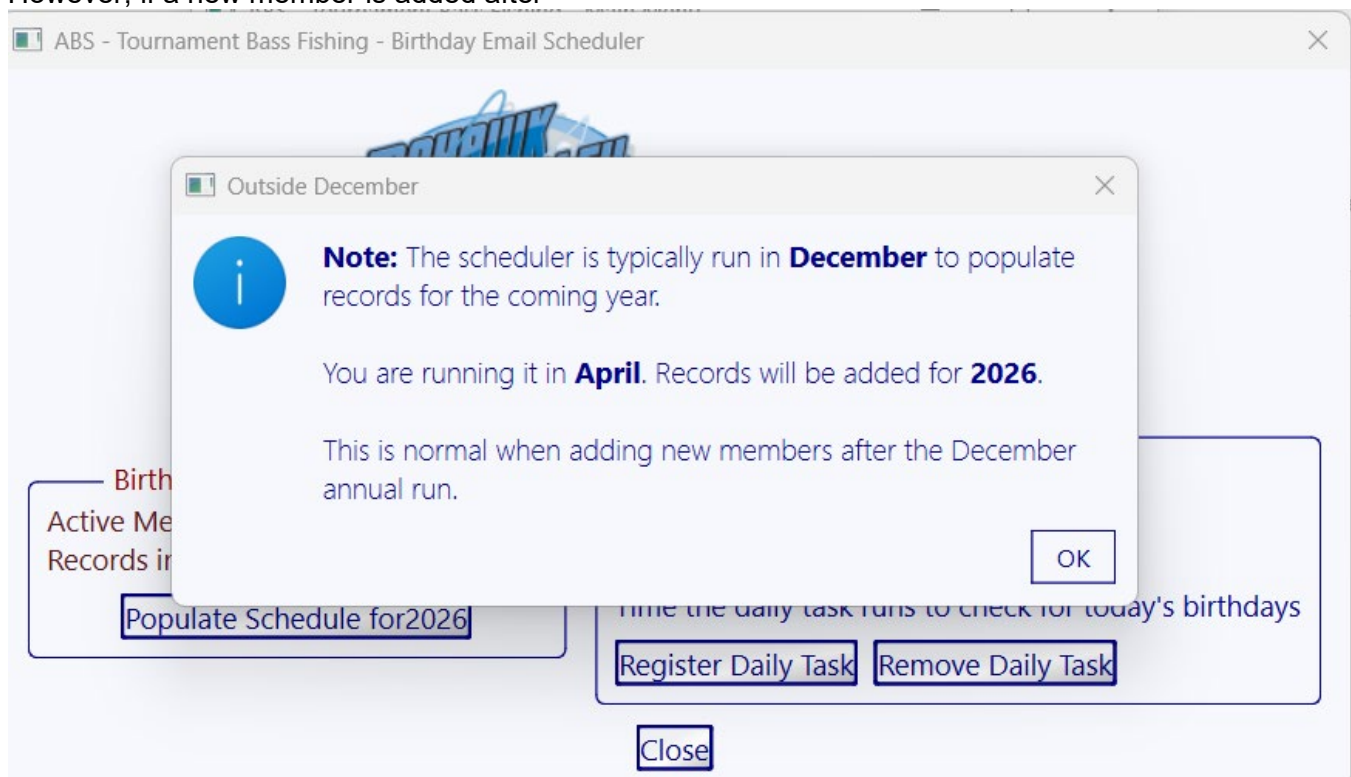


Figure: Membership Award Certificates

Section 6 — Birthday Notification System

6.1 - Overview

TBFS includes an automated birthday notification system that can compose birthday email drafts for members on their birthday without requiring you to open the application. This is accomplished through Windows Task Scheduler, which runs a background process daily at a time you specify.

The birthday system operates through two methods:

- **Manual:** Using the Birthday Options screen (described in Section 5.7) to compose emails at any time for any month.
- **Automatic:** A Windows Task Scheduler task that runs daily and automatically opens email drafts for any member whose birthday is today.

6.2 - How the System Works

TBFS maintains a birthday schedule table that tracks every active member with a valid email address and a birthday target date for the current year. When a member is added to the system, a birthday record is automatically created for them.

Each birthday record has one of the following statuses:

- **Pending:** Email has not yet been composed for this birthday
- **Composed:** Email draft was opened on or before the member's birthday
- **Belated:** Email draft was opened after the member's birthday
- **Today:** The member's birthday is today, and the email has not yet been composed
- **Upcoming:** The member's birthday is in the future, and the email has not yet been composed

The system automatically generates email scheduling records for each active member's birthday. At the end of a season, when the final tournament is completed, it generates email scheduling records for each active member for the next calendar year. You can also trigger the creation of email scheduling records manually from the Birthday Email Scheduler screen described in Section 6.3. This would be necessary should you update a member's email address.

6.3 - Setting Up Automatic Emails

To enable automatic daily birthday emails, you must configure the Windows Task Scheduler integration. *Click* the **Email Scheduler** button from the Birthday Options screen to open the Birthday Email Scheduler dialog.

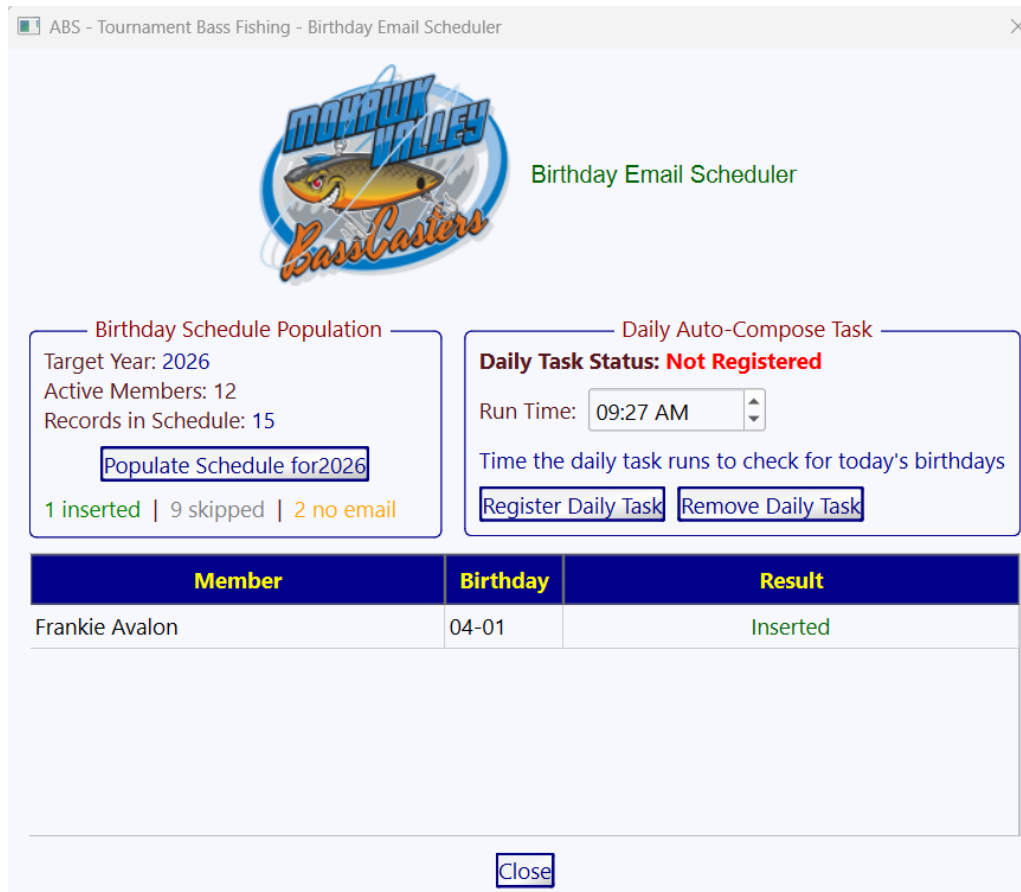


Figure: Birthday Email Scheduler

The dialog is divided into two panels:

Birthday Schedule Population (left panel)

Shows the current count of Active Members and Records in the schedule, so you can verify the population is complete and identify any discrepancy between the member count and the schedule records.

Daily Auto-Compose Task (right panel)

Shows the current registration status of the daily task. The **Daily Task Status** field displays **"Registered"** in green or **"Not Registered"** in red, so you can easily see the status.

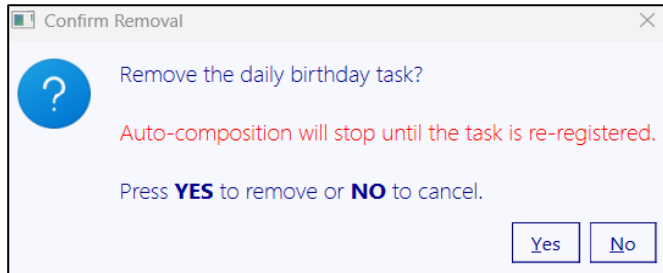
Registered means a task entry exists in the Windows Task Scheduler service. Windows is aware of it, has it on its internal calendar, and will execute it automatically at the specified time every day — even if **TBFS** is not open.

Not Registered means no task entry exists in the Windows Task Scheduler. Therefore, no automatic emails will be created. Please set this up to take advantage of this feature.

Configuring the Daily Task

- *Click* on the hours and then the minutes. After each click, use the up and down arrows next to it to set the hour and minutes at which you would like birthday emails prepared each day. Choose a time when your computer is typically turned on and unlikely to be in use.
- Click **Register Daily Task** to create or update the task in Windows Task Scheduler.
- Click **Remove Daily Task** to disable automatic birthday emails without deleting any records.

Removing the Daily Task



When you *click* Remove Daily Task, a confirmation dialog warns that automatic email composition will stop until the task is re-registered.

Figure: Birthday Email Scheduler – Removal Confirmation

IMPORTANT: The computer must be powered on, and Windows must be running at the scheduled time for the task to execute. If the computer is off or asleep, the task will not run. You can manually compose missed emails at any time using the Birthday Options screen.

What Happens When the Task Runs

- Windows Task Scheduler launches **TBFS** in the background with a special flag.
- **TBFS** checks the birthday schedule for any member whose birthday is today and whose status is still **Pending**.
- For each qualifying member, an email draft is opened in your default email client with a pre-written birthday message addressed to that member.
- The birthday schedule record is updated to **Composed** or **Belated** depending on whether the birthday has already passed.
- **TBFS** exits without showing any windows.

NOTE: The automatic task opens your email client and creates drafts, but does not send emails. You still need to send the emails using your client. This ensures you have the opportunity to review each email before it goes out.

6.4 – Automatic Email Scheduling

Every time you add a member automatically the email scheduling database is updated. Additionally, every year when the last tournament of the season is completed. The weigh-in module populates the database for the next calendar year. Currently, the schedule needs to be run manually only when a member's email address is changed.

Section 7 — Utilities

7.1 – Overview



Figure: Utilities Menu

TBFS offers three modules that support the application, providing safety, security, and ease of use.

System Backup creates a .zip file, a single archive containing multiple files compressed to reduce its size, that contains all the files needed to run **TBFS**. This is provided as a utility to securely store the application's contents should your computer become unusable. It should be stored on a thumb drive or other external storage device with at least 2 GB of capacity. Your original install file should be stored on the same external storage device. This allows you to be up and running again in no time once your computer is repaired or a new one is purchased. Simply reinstall the software and then export the contents of the zip file, and you're back in business.

Support Backup creates a smaller .zip file with the essential files to assist you with technical support should you run into any problems. You will need to have this file available before contacting **TBFS** technical support.

Member Import is a powerful tool that lets you import your existing membership roster into TBFS from a CSV or Excel (.xlsx) spreadsheet. Many clubs maintain their rosters in Excel. Simply copy your data into the provided template and upload all your members at once! (see next page)

7.2 – Member Import

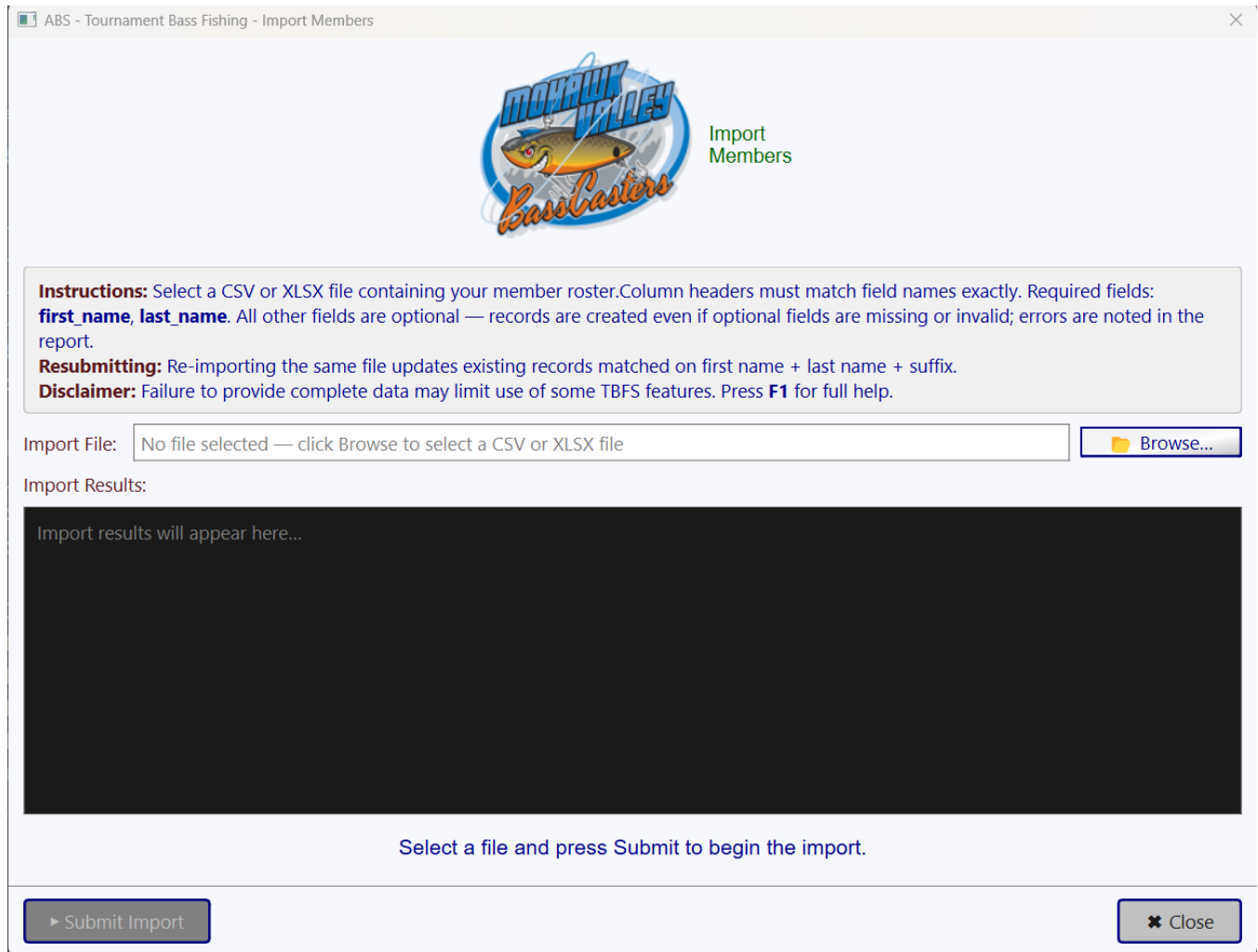


Figure: Member Import

Member Import accepts either a .csv or .xlsx (Excel) formatted spreadsheet. A pre-formatted template is provided in c:\abs\tbfs\template\ and contains all available column headers with a sample row.

The only required fields are first and last name, which are essential to **TBFS**'s operation.

All other fields are optional but are validated if provided. If a field fails validation, a default value is used where applicable (Boater and Own Boat default to N), and the field is flagged in the report. Phone numbers, dates, and other fields that fail validation are left blank until corrected.

Member Import will update existing members in the database, provided no field errors are detected. If errors exist on a record that already exists, the update is skipped and noted in the report — correct the data and re-import to complete the update.

To import the spreadsheet, *click* the browse button. Select the folder containing your spreadsheet. The submit button will become blue. *Click* on the submit button to process the spreadsheet. Once the module has completed processing the spreadsheet, the results are immediately displayed in the window, and a report is produced outlining the status of the activity for each member. (see next page)



Member Import Report

Total Rows	Imported	Updated	Skipped	Rejected
32	0	29	3	0

Note: Records are created with first and last name as the minimum requirement. Fields with format errors were left blank - update those members individually in TBFS. Failure to provide all member data may limit the use of some TBFS features.

Row	Name	Status	Notes
2	Jack Ahearn	Updated	
3	Morrie Ahern	Updated	
4	Jimmy Battisto	Updated	
5	Rich Belliveau	Updated	
6	Jason Bonhotel	Updated	
7	Dave Bush	Updated	
8	Bruno Caruso	Updated	
9	Eli Couch	Updated	
10	Steve Deguzis	Updated	
11	Armand Fortier	Skipped	Record exists - Update skipped due to errors below Email Address - Invalid format
12	Mike Geloso	Updated	
13	Peter Gumprecht	Updated	
14	Phil Abuster	Skipped	Record exists - Update skipped due to errors below Email Address - Invalid format Home Phone - Must be 10 digits numeric Cell Phone - Must be 10 digits numeric Emergency Phone - Must be 10 digits numeric Boater - Invalid value, defaulted to N - please verify Own Boat - Invalid value, defaulted to N - please verify Birth Date - Must be MM/DD/YY or MM/DD/YYYY Member Since - Must be 4 digit numeric less than current year
15	Rich Kana	Updated	
16	Tom LaPorta	Updated	
17	Dave Loveland	Updated	
18	Walt Mayhew	Updated	
19	Jimmy Mayhew	Skipped	Record exists - Update skipped due to errors below Email Address - Invalid format

The Member Import Report provides a summary section displaying the number of members submitted and how many were imported, updated, skipped, or rejected.

In the detail section, it provides the name of each member being imported, the status of their import, and easy-to-read error messages for any fields that failed to pass the edits.

A comprehensive help function is available for this module by pressing F1.

Figure: Member Import Report

Appendix A — License Tier Comparison

TBFS is available in three license tiers. Your tier determines which features are available and the maximum number of participants and tournaments per season. Features grayed out in the application are not included in your current tier.

Feature	Club	Elite	Professional
Max Participants per Tournament	10	16	Unlimited
Max Tournaments per Season	5	8	Unlimited
By Weight	✓	✓	✓
By Measurement	—	—	(in development)
Team Format	✓	✓	✓
Individual Format	—	(in development)	(in development)
Members Only Participation	✓	✓	✓
Non-Participating Guests	—	(in development)	(in development)
Participating Guests	—	(in development)	(in development)
Opens / Invitationals	—	—	(in development)
Points Scoring	—	✓	✓
Gross Scoring	✓	✓	✓
AOY / COY Standings	—	✓	✓
Mixed Tournament Types	—	—	(in development)

Appendix B — Penalties & Scoring Reference

B – 1 Penalty Types

All penalties are configured in Organization Settings and apply globally to all tournaments in the season. Penalty values are set by the Tournament Director and remain in effect unless changed.

Penalty	When Applied	Effect
D.Q. (Disqualification)	When DQ field is set to Y for an angler.	Penalty from settings assigned to angler's points.
Skunk	When an angler catches no fish (zero bag weight).	Penalty assigned to angler's points.
Dead Fish	For each dead fish in the bag.	Penalty in pounds for each dead fish.
Did Not Fish	When the DNF field is set to Y for an angler or their Team = 0.	Penalty from settings assigned to angler's points.

B – 2 Net Weight Calculation

Penalty (Dead Fish) - Number of Dead Fish × Dead Fish Penalty

Net Weight = Bag Weight – Penalty (Dead Fish)

Penalty (Dead Fish) and Net Weight are calculated automatically when F5 is pressed in the weigh-in module.

B – 3 Points Scoring

When Points scoring is enabled, anglers receive a points score based on their place of finish within the tournament. Lower point values indicate a better finish. Points accumulate across AOY-eligible tournaments throughout the season.

B – 4 Best-of-X filtering

If a club allows for fewer than their total number of tournaments to be used to calculate End of Season (EOS) awards, in their Organizational Settings (**Tournaments Required**). **TBFS** will use each angler's best results from that number of tournaments (referred to as Best-of-X) when calculating those awards.

B – 5 Ghost Angler Weight

When a boater is not paired with a co-angler or their co-angler's partner is a no-show, at the Tournament Director's discretion, a Ghost Angler can be assigned as their co-angler. The Ghost Angler's weight is calculated as the average of all co-angler net weights in that tournament, excluding other Ghost Anglers. This ensures the solo boater is not unfairly penalized for the lack of a co-angler.

Appendix C — Troubleshooting & Support

C – 1 Common Issues

Symptom	Resolution
Application does not start. License error displayed.	License files are missing or corrupt. Run a support backup from the Main Menu under Utilities and contact ABS.
License shows as expired.	Contact ABS to initiate License Renewal/Upgrade.
Report PDF cannot be overwritten.	The PDF is open in your PDF viewer. Close the file and <i>Click Yes</i> to retry.
ZIP code auto-fill does not work.	The ZIP code entered may not be in the TBFS ZIP database. Contact ABS.
Birthday task does not run automatically.	Verify the task is registered in Windows Task Scheduler via Scheduler Settings. Confirm the computer was powered on at the scheduled run time.
Tournament cannot be deleted.	Completed tournaments cannot be deleted. Tournaments with In Process status can be deleted with a warning. Contact ABS if a completed tournament record needs correction.
The weigh-in screen shows ghost anglers with no data.	Ghost anglers are calculated after all co-angler results are entered. Press F5 to finalize; the ghost weights will then be computed.
Member status codes ACT, GUEST, or PART cannot be deleted.	These are system-reserved codes required for tournament operations. They cannot be removed.

C – 2 Contacting Support

For issues not resolved by this guide, run a **Support Backup** from the **Main Menu** under **Utilities** and contact Affordable Business Solutions, LLC:


Contact Method	Details
Email	TBFS@abs-bristol.com
Phone	(203) 759-8652
Website	affordablebusinesssolutionsllc.com

When contacting support, please have the following information ready:

- Your license tier (displayed in Organization Settings).
- The version of **TBFS** installed (shown on the main menu below the logo).
- A description of the issue and any error messages displayed.
- The approximate time and steps that led to the issue.
- The output from a **Support Backup**.

Appendix D — Sample Reports

D – 1 New Member Application Form – Page 1



New Member Application

Your Club's Name Here From The License

Personal Information

First Name: Last Name:

Suffix: Spouse:

Birth Date:

Contact Information

Street:

City: State: Zip:

Home Phone: Cell Phone:

Note: Either a land line or cell phone number is required.

Email:

Boater Information

Boater: Yes No

Own Boat: Yes No

Emergency Contact

Name: Phone:

Member Photo

Please provide a recent photo or a digital image in one of the following formats: .jpeg, .png, .jpg, .gif

By signing below, I acknowledge that I have read and agree to the Membership Requirements provided on page 2 of this document.

Member Signature: Date:

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D – 1 New Member Application Form – Page 2



Membership Requirements


Your Club's Name Here From The License

All boaters must provide proof of current boat insurance before participating in any club tournament.

A copy of the current boat insurance policy (\$300,000 minimum liability) is required to be shown to the Tournament Director prior to the start of the first club tournament. This proof may be provided by email or in person and must remain valid for the entire tournament season.

Thank you in advance for your cooperation.

D – 2 Tournament Results Reports



Individual Results
Zoar
Held on 07/12/2025

Team	Angler	Not Fished	DQ	Fish Alone	Boater	# LMB	Lunker LMB	# SMB	Lunker SMB	Bag Weight	Penalty	Net Weight	Finish	Points
6	Kevin N.	N	N	N	Y	3	0.00	2	0.00	11.97	0.00	11.97	1	1
15	Zach V.	N	N	N	N	2	0.00	3	0.00	10.12	0.00	10.12	2	2
3	Bruno C.	N	N	N	N	3	0.00	1	0.00	9.41	0.00	9.41	3	3
15	Tommy O.	N	N	N	Y	2	3.47	3	0.00	8.65	0.00	8.45	4	4
2	Dean R.	N	N	N	Y	5	0.00	0	0.00	8.21	0.00	8.21	5	5
5	Jason R.	N	N	G	Y	3	0.00	2	0.00	7.32	0.00	7.32	6	6
12	Jimmy B.	N	N	N	N	2	0.00	3	0.00	7.22	0.00	7.22	7	7
4	Jason B.	N	N	N	Y	1	0.00	4	0.00	6.83	0.00	6.83	8	8
14	Mike G.	N	N	N	N	1	0.00	2	0.00	5.84	0.00	5.84	9	9
7	Morrie A.	N	N	N	Y	2	0.00	2	0.00	5.75	0.00	5.75	10	10
3	Jack A.	N	N	N	Y	2	0.00	1	0.00	5.5	0.00	5.50	11	11
6	Dave B.	N	N	N	N	1	0.00	3	0.00	5.49	0.00	5.49	12	12
4	Eli C.	N	N	N	N	1	0.00	2	0.00	5.42	0.00	5.42	13	13
13	Steve S.	N	N	N	Y	1	0.00	2	0.00	4.87	0.00	4.87	14	14
12	Steve D.	N	N	N	Y	1	0.00	3	0.00	4.55	0.00	4.55	15	15
1	Armand F.	N	N	N	Y	2	0.00	0	0.00	4.42	0.00	4.42	16	16

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Team Results
Zoar
Held on 07/12/2025

Team	Angler 1	Angler 2	Total
15	Zach V. (10.12)	Tommy O. (8.45)	18.57
6	Kevin N. (11.97)	Dave B. (5.49)	17.46
3	Bruno C. (9.41)	Jack A. (5.50)	14.91
4	Jason B. (6.83)	Eli C. (5.42)	12.25
12	Jimmy B. (7.22)	Steve D. (4.55)	11.77
2	Dean R. (8.21)	Walt M. (2.53)	10.74
13	Steve S. (4.87)	Dave L. (4.37)	9.24
14	Mike G. (5.84)	Tom L. (3.18)	9.02
1	Armand F. (4.42)	Rich K. (3.98)	8.40
5	Jason R. (7.32)		7.32
7	Morrie A. (5.75)	Robert O. (1.42)	7.17
9	Austin S. (3.34)	Rich B. (1.87)	5.21

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D – 3 Lunker Certificates



Smallmouth Lunker Award Certificate
Season 2025
Proudly presented to



Austin Sanchez

Tourney : Candlewood #2 - Squantz Launch

Weight: 5.26 lbs Date: 10-11-2025

Club President / Tournament Director

Tournament Bass Fishing Software - Affordable Business Solutions, LLC



Largemouth Lunker Award Certificate
Season 2025
Proudly presented to



Cole Pratte

Tourney : Candlewood #1 - Squantz Launch

Weight: 7.28 lbs Date: 06-07-2025

Club President / Tournament Director

Tournament Bass Fishing Software - Affordable Business Solutions, LLC

D – 4 Membership Award Certificates



D – 5 Birthday Report



Birthdays for April

Name	Birthdate	Age
Phil Abuster	04-01-2000	28
Frankie Avalon	04-01-1986	40
Faith Mayhew	04-02-1986	40
Linda Mayhew	04-02-1986	40