**How do I get started?**

You will receive an email from the Joy of Tournament staff indicating the URL for your tournament. Browse to the location you are given and then click on "Login". From the login page, enter your email address and password. Near the top of the page will be a red "Administration" link. All of the links that you see on the website which appear in red are placed there specifically for website administrators. Regular users of the website will not see these "extra" options. You'll use the red "Administration" link (and the other red links) to perform administrative tasks on the website.

*If you are using the website for registration, the first step is to begin building the website to meet the specifications of your tournament. In the first part of this document there is a checklist to help in completing the process. In the second part of this document there are specific instructions and explanations on the steps in the checklist. This document is designed as a Quick Reference to use when operating the website.*

***A more comprehensive set of instructions is available on the website via the "Help" menu item on the left-hand side of the your "Administration" page.***

***WEBSITE CHECKLIST:***

_____ Create the website layout (# of pages) and post information

_____ Set up your Patterns, Quotas, Events and Divisions

_____ Set up School Fees, Entry Fees, Limits and Goals

_____ Set up Deadlines and Drop Fees

_____ Set up Cross Entry Limits

_____ Set up Meals (optional)

_____ Set up Student or Judge Flags (optional)

_____ Set up Group Limits (optional)

_____ Give permissions to the tabulation/tournament officials whom you wish to have administrative privileges on the website.

_____ Review Information and submit the website for final review.

_____ Open the website for registration

_____ Monitor entries

_____ Close the website

_____After registration closes, export the website entries.

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**WEBSITE PREPARATION DETAILS**

1. ***Creating the Layout/Gathering Information for Your Website***

***NOTE:*** It is recommended that you break down this information into several pages. Websites are generally considered more "friendly" if visitors don't have to scroll to view information, so separating the information into multiple pages can help your visitors have a positive experience. For example, you might want to have any or all of these pages:

- **Invitation** - (a welcome letter, the dates, location, host information, contact details, etc.)
- **Information** - (cross entry limits, judge requirements, any information specific to your tournament,)
- **Event Information** - (rules, guidelines, specific procedures how the events will be judged)
- **Schedule** - (times for events, registration, and awards)
- **Sweepstakes/Awards** - (outlines how competitors earn points/ranks)
- **Legislation** - (if hosting student congress, post deadlines, requirements for submission, selection process; you might also post legislation)
- **Meals** - (choices offered, judge meals, student meals, prices, etc.)
- **Fees** - (school fee, entry fees, drop fees, judging fees, deadlines)
- **Hotel** - (hotel options, addresses, phone numbers, rates, amenities, etc.)
- **Directions** - (directions to the school with emergency contact information)

***A. Adding pages to the Website***

- ✓ If you are just starting out on the website, click the link that says, "Click here to create website layout". Otherwise, click on the "Page Titles" link on the "Administration" page.
- ✓ Under the Page Titles link type in the name of each of your pages (i.e., information, invitation, legislation, etc.) and press save.
- ✓ A list of all the page titles will appear. Click edit, view, delete or upload to change information on each page.
- ✓ You may use the "Edit Page Content" link to type the information onto the page just the same as if you were typing in a word processing program. When you are finished, click on the blue 'save icon', which is the picture of the blue floppy disk on the top left.
- ✓ ***NOTE:*** You may also prepare pages and then upload them to the website using the "Upload Page Content" link. When preparing the documents for upload, it is important to save them in HTML format.
- ✓ ***NOTE:*** You can create the content for your pages two different ways: you can use the "Edit Page Content" link, or you can use the "Upload Page Content" link. Both links accomplish the same thing, but go about it in different ways. Use whichever one is easiest for you. It is not necessary to use both options unless you want.

2. ***Set up your Patterns and Quotas, Events and Divisions***

***A. Patterns –*** *This option primarily is used to configure cross-entry limits. Not every tournament will use this option for this purpose. The website requires that at least one pattern be*

*established. If you aren't using patterns, you should setup a single pattern labeled "Debate" or "Individual Events" or something that makes sense for your tournament.*

- ✓ Click on "Events Offered" to add or edit the events, patterns and judge quotas.
- ✓ Scroll to the bottom and click on "Add Pattern"
- ✓ When the "Add Pattern" box appears, enter the name of the pattern (examples: Pattern A, Pattern B, Pattern C, Section A, Section B, Section C, Individual Events, Debate, Congress, Novice Events, Open, etc.)
- ✓ On the right hand side click the events from the list that belong to the pattern.

***B. Quotas*** *– This option is set up to create judging requirements (quotas) when there is a requirement to bring judges.*

- ✓ Click on the "Events Offered" link and scroll to the bottom and click on "add quota".
- ✓ In the "Abbr" box, type in the abbreviation for the judge category (e.g. CX, LD, IE, etc.)
- ✓ In the "Name" box, enter a descriptive name for the requirement (e.g. C-X Debate, L-D Debate, Individual Events, etc.).
- ✓ In the "Quota" box, type the number of entries that you will use to determine your quota. (Think: 1 judge per how many entries? For example, if you need 1 judge for every 2 LD'ers, then put a 2 in the box.)
- ✓ In the "Cost" box put in a fee only if you are using a fee in relation to the judge commitment. Otherwise, use zero for the cost. Next to the cost box, click the button that applies to the fee. Is this fee a price per judge or a fee per entry?
- ✓ On the right side, select the events that should belong to the quota.
- ✓ Repeat this process for each judging requirement (IE, PF, Congress, CX, etc.)

***NOTE:*** Each quota should represent a single judge that must be provided at the tournament. If you have two divisions of L-D debate (Varsity and Novice), you may want to setup two judging quotas (1 judge per 4 Varsity L-D debaters, and 1 judge per 4 Novice L-D debaters. In this example, a school that brought 2 Varsity L-D debaters and 2 Novice L-D debaters would still be required to bring 2 judges (that is, the judges can't be shared between quota obligations). You may also setup a single "L-D Debate" quota that includes both events (for example, a school that brought 2 Varsity L-D debaters and 2 Novice L-D debaters would only be required to bring 1 judge). The way you setup the quotas really depends on the logistics of your tournament. If Novice L-D and Varsity L-D are held in two separate locations, then splitting the judging pools (or quotas) probably makes sense. If both divisions are held at the same location, then it may not matter; however, if you allow students to judge the novice division, splitting the pools may again make sense.

**C. *Events –*** *Set up each event for your tournament.*

- ✓ Click the "Events Offered" link. Then, scroll to the bottom and click on "add event".
- ✓ Figure out an abbreviation for your new event (example: DI for Dramatic Interpretation, LD for Lincoln Douglas, etc.) and type the abbreviation into the slot next to 'Abbr' box.
- ✓ In the box next to 'name', type out the full name of the event.

- ✓ From the drop-down list following 'Event type', choose the appropriate event type. It is critical that you pay attention to the "type" of event so that the website can register students for the event properly. The type field tells the website whether or not each "entry" is a single person (e.g. Humorous, Extemporaneous), a set of 2 partners (e.g. C-X Debate, Duet Acting), or a group of students (e.g. Reader's Theatre, Group Improv). This option also tells the website whether the event is a debate event, a congress event, or other type of event.
- ✓ In the box next to 'pattern', choose the appropriate pattern for the event.
- ✓ In the box next to 'quota group', choose the judge category for this event. The quota group corresponds to the judging pool (judging requirement) for the event.
- ✓ Click the days the event will run.

**D. *Divisions –*** *This option is set up when you will run different divisions in every event (i.e., your tournament offers a Varsity and Novice division in every event--or almost all events).*

- ✓ Click on the "Divisions" link on the left side under the control panel.
- ✓ Click on the "Add" button and name the division (e.g. Varsity, Novice, Senior, Academic, etc.)
- ✓ From the list on the right, click the events that belong in this division.

When you have completed the setup for your events, patterns, and quotas, there should be no red or yellow warnings listed on the page. Your website cannot be opened until all errors listed on the page have been resolved.

3. ***Set up School Fees, Entry Fees, Limits and Goals***

***A. School Fees*** *– Set up this option if you will charge each school a flat fee. If you use this option, the school fee will be applied to* ***every*** *school.*

- ✓ Click on the "School Fee" option on the left under the "Control Panel".
- ✓ Type in the "Name of Fee" (e.g. Squad Fee, Judging Fee, Hospitality Fee, etc.) and the "Fee Amount"

**B. *Entry Fees –*** *Set up the amount that will be charged for each entry.*

**C. *Entry Limits –*** *This limit is establish a limit on total entries in each event (e.g. 64 L-D debaters)*

**D. *School Limits*** *– This is to establish a limit per school in each event (e.g. 3 L-D debaters per school).*

**E. *Goal*** *– The "goal" is the number of entries that will compete in one room. For example, in IE you may want to have 6 entries in one room so change the goal for that event to 6 (the default for IE is 7). The default for debate is 2. If you are flighting your debate rounds, change this to 4*

4. ***Set up Deadlines and Drop Fees***

***A. Deadlines –*** Set up specific dates for which you will charge entry fees or drop fees. These are the drop/add dates. **NOTE: This option becomes inactive after the website is open. Changes to deadlines must be made by Joy of Tournaments staff after the website has been opened.**

- ✓ Click on "Deadlines" and click in the box and a dropdown calendar will appear. Choose the appropriate date. Then select the time you would like the drop deadline to be in effect. Repeat this process for each deadline you need. Click "Save".

**B. *Drop Fees –*** Once the deadlines are set you will assign drop fees to each deadline. This tells the website which fees to charge at each deadline.

5. ***Set up Cross Entry Limits***

**A. *Posting Information*** – Make sure you have listed your parameters in the information you post on your website. Here are some questions to consider posting when thinking about your cross-entry limits (not all of these questions will apply for every tournament):

- ✓ How many (total) events can each student enter?
- ✓ How many events in each pattern may they enter?
- ✓ Can Congresspersons cross enter? If so, are they excluded from entering any events? (For example, congresspersons can enter any of the "Pattern B" events, but they can't enter "Pattern A".)
- ✓ Can debaters cross-enter? If so, are they excluded from entering any events? (For example, debaters may be able to enter any of the individual events, but they can't enter Congress.)
- ✓ Can Extempers cross-enter? If you offer more than one division of extemp (e.g. Foreign and Domestic), can a student enter more than one?
- ✓ Are there other events a student may enter that would exclude them from entering another event? If so, which events would be excluded from each other? (for example, students that enter Duo may not be allowed to enter Extemp, but everyone else could.)
- ✓ If you have more than one division, can a student enter both divisions? (e.g. Can a novice student enter varsity events and vice versa?)

***B. Cross Entry Limits*** – Set up these limits to help the website place the correct registration restraints on the entry limits and choices.

- ✓ Click on "Student X-E Limits" and set up your limits according to your parameters.
- ✓ Consider your overall limit of how many events a student may enter and put that number in the box, "Maximum Events Allowed (Total)". For example, a student may be able to enter 2 events in Pattern A and 2 events in Pattern B, but no more than 3 events total. In this case, you would use 3 as the "Maximum events allowed".
- ✓ In the "Limits by Pattern" boxes, put the number for each pattern to indicate how many events in this pattern they may choose.
- ✓ **Extemp –** When setting up the Extemp events you might have clicked on the "Extemp" box on the "Edit Event" page. (If you have do not have two or more Extemp events, this box will not appear.) If you wish to limit the Extemp competitors to one Extemp event, click this option.
- ✓ **Debate –** If you have multiple debate events, you will see a statement with a check box at the bottom of the Cross-entry page that says, "Prevent Debaters from cross-entry." If you wish to prevent the debaters from entering other events, click this option.

- ✓ **Congress** – If you have Congress as one of your events, you will see a statement with a check box at the bottom of the cross-entry page that says, "Prevent Congresspersons from cross-entry." If you wish to limit the congress competitors from cross-entering, click this option.

6. ***Set up Meals***

***A. Meal Information*** – Set these up if you will offer a lunch package or lunch choices at your tournament and you wish for coaches to register the competitors for specific meals.

- ✓ Specifically, outline your offerings in the information you post for the coaches.
- ✓ The price for the meal may be set up as a separate "billing" portion on the fees page, but you must request this, notify the staff at support@joyoftournaments.com to have this option enabled.

***B. Set-Up of Meals*** – Notify the staff at support@joyoftournaments.com so this option may be enabled for the website. If you do not ask for this option, the 'link' will not appear for you.

- ✓ If this option has been enabled, you will see a "Meals" link on the left under the control panel – it will appear near the bottom of the first box. Click on this link.
- ✓ When the "Meals" page comes up, click on "Add" and enter the Description, cost, type and day. Click "Save".
- ✓ Repeat this process for each choice of meal.

7. ***Set up Student and Judge Flags***

***A. Student Flags*** – Set up any flag for students when you wish for the coach to supply additional information about a competitor. Notify the staff at support@joyoftournaments.com so this option may be enabled for the website. If you do not ask for this option, you will not be able to proceed with the setup of this option. Student flags may be used to designate such things as "Four year senior" or other miscellaneous attributes about students that can be collected as they are registered on the website. This option should be used with much discretion as it is very easy to over-use this option or create a very confusing registration page with this option.

- ✓ Click on "Student Flags" on the left in the Admin Options box and click on "Add".
- ✓ Fill in the description and click "Save".

***B. Judge Flags -*** Set up any flag for judges when you wish for the coach to supply additional information about a judge. Judge flags can designation such things as "Parent", "Independent", "Student", etc. You may allow registrants to provide additional information about each judge that is registered via well-chosen "judge flags".

- ✓ Click on "Judge Flags" on the left in the Admin Options box and click on "Add".
- ✓ Fill in the description and click "Save".

8. ***Set up Group Limits***

- ✓ Use this option to set up a group of events that have a cap as a group. (For example, if you have three debate events (NCX, JVCX, and VCX), and you want

to set the limit to 9 total entries in the 3 debate events with an additional limit of no more than 5 in any of the divisions. To set up this limit, you would set a school limit of 5 in each of the events and then you would set an additional "group limit" for the 3 events combined and set this limit to 9.)

- ✓ The group limit can also serve to cap total entries in a group of events. (For example, your school might have 50 rooms available, so you can accommodate a total of 100 debates. You don't care if that is 80 Varsity C-X teams and 20 Novice C-X teams, or any other combination of 100 teams, but you don't have space for more than 100 teams. You could create a group limit for Novice and Varsity C-X that limits the combination to 100 teams.)
- ✓ Click on "Event Groups" and click "Add". Name the event group and enter the limit for the entire group that a school may enter.
- ✓ If you want to set a "per school" limit, use the field labeled "Limit". Use zero to indicate that there is no per school limit for this group of events.
- ✓ If you want to set an "overall limit", use the field labeled "Cap". This limit will limit the total number of entries in each event combined into one overall total. If you don't have an upper limit, you may use zero.

9. ***Permissions***

- ✓ If there are other coaches you wish to grant administrative privileges to, you may do so.
- ✓ Click on "Permissions", then click on "Add", and enter the email address of the coach for which you wish to grant permission and click "Find".
- ✓ Click on the name and then click on the appropriate permission you wish to allow.

10. ***Verify Information and Submit for Review***

- ✓ Go back through the invitation and information to be sure that it reflects any of the above details about limits, requirements, etc that you just set up.
- ✓ Once you are sure your site includes everything you wish for it to include, send an email to support@joyoftournaments.com to inform the staff that you are ready to "go live" and that you are requesting the final "review" of your site.
- ✓ Each tournament is reviewed for accuracy in the setup before it is possible for you to allow registration. The staff may make adjustments to your tournament configuration to correct errors or omissions in the setup.

11. ***Open the website for registration***

- ✓ After the Joy of Tournaments staff has reviewed your website, you will receive an email indicating that the website is ready to open for registration.
- ✓ When you are ready to open the site for registration, click on the "Change Status" link from your "Administration" page.
- ✓ Once you change the status to "OPEN" and select an appropriate date for registration to begin, the website will allow coaches to access your website and register for your tournament. NOTE: your tournament may not be opened until the Joy of Tournaments staff has reviewed your website. Changing the status to OPEN prior to the review will not actually open the tournament. Don't forget to send an email to support@joyoftournaments.com to inform the staff that you are ready to "go live" and that you are requesting the final "review" of your site.

12. ***Monitor entries*** – While registration is open, it's important keep an eye on the entries, numbers, limits, etc. It is recommended that you pay attention to these areas of your website.

- ✓ ***Room Estimates*** – When you are logged in as the "administrator" on your account, what you see on the website is different than what other coaches see when they log into your site will see. On the "Main" page you will see "Room Estimates". There is a great amount of information that you need to pay attention to on this page.

    a) ***Entries –*** This column shows you the number of entries that are signed up for this event.
    b) ***Limit -*** This column shows the maximum amount of entries the website will accept for this event. You may edit this limit by clicking on "Administration" and then on "Limit Overall" and change the numbers as needed.
    c) ***Sections –*** These columns reflect the number of rooms you will need with a goal "of 6", "of 7" or "of 8" per room. The total at the bottom of this option tells you how many rooms are anticipated for your tournament.
    d) ***Goal –*** This column shows the amount of individuals/teams in this event that you hope to have competing in one room/round (e.g. In IE you might want 6 per section, and in debate the goal is usually set at 2 unless you are flighting the event and then it will be set to 4. )
    e) ***Rooms*** – Based on the set "goal", this is the number of rooms you will need for your tournament.
    f) ***Non-flighted –*** This option appears in the debate section and shows how many rooms you will need if your debate schedule is NOT flighted.
    g) ***Flighted –*** This option appears in the debate section and shows how many rooms you will need if your debate schedule IS flighted.

- ✓ ***Entries*** – You may view a list of entries for each school and the events for which they are registered. Click on the "Entries" tab and view the list of schools and the events for which they are registered.
- ✓ ***Edit an Entry*** – Sometimes, you will need to make a change to an entry. To do this, click on "Entries" and then click on the name of the school you wish to edit. From there, you will click on the name of the student that needs to be changed and proceed as needed. It may be necessary to send a 'confirmation' to the coach of that school to show the change has been made. To do this, scroll to the bottom of the page and verify that the email address is correct, and click on "Send".
- ✓ ***Judges –*** You have the ability to view judges and monitor judge quotas.

    a) ***Viewing Judges*** – Click on the "Judges" tab at the top of the page. You will see a list of schools that have registered for the tournament and the number of judges they have supplied for each quota.
    b) ***Viewing Quotas*** – Scroll to the bottom of the "Judges" page and click on "Show Quotas". When the "Judging Quota" page appears, you will again see the list of schools, but this time you will see the number of judges that are NEEDED. The number where a shortage appears will also be highlighted in yellow. If you would like to view the number

of uncovered judges for each school, scroll to the bottom and click on "Show Uncovered Judge Counts".

c) ***Viewing a Judge –*** If you would like to see what a category/event particular judge has been entered into for judging, click on "Judges" and then on the school. When the list of judges for that school appears, you will see an "X" under the specific event. This indicates what event/category this judge has been allocated.

d) ***Viewing a List of Judges –*** If you would like to view a list of judges for a particular category you may do so. Click on "Judges". Scroll to the bottom and see the "View Judges by Preference" section. Click on the event for which you wish to view judges. If you wish to print a list of all judges, click on the link that says, view "All Registered Judges".

e) ***Viewing all Judges –*** to view all judges that have been entered on the website, click on the link labeled "View all registered judges" which appears near the bottom of the [Judges] tab.

- ✓ ***Viewing Entries by Event –*** If you wish to view the entries for a particular event, you may do so by clicking on the "Main" tab. Under the "Room Estimate" section you will see a list of all events. Click on the event you wish to view. If you wish to allow schools to view the entry counts or the school list, you may do so by clicking on "Administration" and then on "Change Options". From there, you can select which events you wish to make public. Unless you select the option to make entries public, only administrative users may view the list of entries.
- ✓ ***Viewing and Accepting Waiting List Options –*** You may view waiting list competitors by clicking on the "Main" tab. Under the "Room Estimate" section you will see a list of all events. Click on the event you wish to view. Click on the link at the top that says, "View Waiting List". The students that are on the waiting list will appear. For those entries you wish to allow, click the box under "Mark" next to each entry you wish to accept and then click on "Accept Marked Entries". If you wish to decline the entries, select "Reject Marked Entries." The box, "Send email notifications" is checked by default and will automatically send these notices out for you. If you do not need to send these notifications, unclick this option.
- ✓ ***Closing Registration for Event(s) –*** If you wish to close registration for certain events you may do so by clicking on "Event Status" and then change the "Status" from "Open" to "Closed". A closed event will allow schools to drop and substitute entries, but it will not allow new entries in the event (that is, the total entries won't go up in the event, but it might go down).
- ✓ ***Raising Suspended Entry Limits*** – If your website is set to suspend entries automatically upon reaching the set limit, you may wish to raise the limit to accept more entries. You may unsuspend your event by clicking on "Event Status". On the right side of the box under "action", you will see a button that says, "Unsuspend" – click on the one next to the event you wish to unsuspend. You may change the event limit by clicking on "Administration" and then on "Limit Overall" and edit the limit. (**NOTE:** you won't be able to unsuspend an event if there are any entries remaining on the waiting list).
- ✓ ***Adjusting Fees for a School –*** If you need to credit, edit or add fees for a school, you may do this by clicking on the "Fees" tab and then on the name of the school you wish to edit. At the bottom, you see the "Add Fee" button. Once the page comes up, enter the description, quantity and fee amount and click "Save". If you wish to "credit" a fee to a school, repeat the same process, but

put in a negative amount. (e.g., if you wanted to credit a school for an $8.00 fee you would enter a -8.00 in the fee amount).

13. ***Close the website*** – To close your website, click on "Administration" then on "Change Status" from the Control Panel on the left. In most cases, you will select "VIEWONLY" which allows schools to continue to login on the website and view their entries, but prevents them from making changes. You may change the status multiple times if necessary. For an explanation on which option is best for you, click on "Explain Codes" for further details. Click "Save".

12. ***After registration is closed, export website entries***

- ✓ Click on "Export" Data and choose the option for downloading the one that is best for your tournament.

  a) ***To The Joy of Tournaments Tabulation Software –*** Click on "Export Entries (Joy of Tournaments Import Format). For help with this option choose the option "Click here for help with the Joy of Tournaments Export".
  b) ***To TRPC/TRIEPC Tabulation Software –*** Click on "Export Entries (TRPC/TRIEPC Import Format). For help with this import, choose either "Click here for help with the TRPC export" or "Click here for help with the TRIEPC export". If you are using an older version of TRPC/TRIEPC, you may need further help. If so, there are three links on the same page for older versions.

- ✓ ***To Excel Spreadsheets –*** You may also create spreadsheet reports in either tab delimited or comma separated format, all of which can be opened in Microsoft Excel (if you aren't sure which you need, select the TAB delimited format).