The Joy of Tournaments Training Notes

Helping Coaches Simplify the Tournament Process

Revision Date: August 2010

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Getting Started with Setting up Your Tournament
*The following notes will help you have a successful first-time experience with the Joy of Tournaments. The instructions that follow are far from exhaustive descriptions of each process. The **Help** option in the software provides you access to well over 500 pages of documentation. The following notes are generic explanations that will help any person pick up and start from scratch to set up your tournament. If there are specific parameters about your tournament style that are not addressed in this manual, email **support@joyoftournaments.com** with your specific questions.*

## Section I: Things to Do BEFORE the Tournament

Download the Software/Obtain the Latest Version.

The first step will be to download and install the most recent version of the software. If you perform this step more than a week in advance of your tournament, it is ***HIGHLY RECOMMENDED*** that you repeat this step to update your software during the week of your competition. If there are issues that have been reported at earlier tournaments, they may be addressed in the most recent version. If you are using an older version, you may run into a problem that has already been fixed.

- Go to www.joyoftournaments.com and choose the link that says Software Update. Choose a link to begin the download process.
- HINT: If you have a good internet connection, select the Full Version installation. If your connection is slow, you may want to use the Program Only link. The only difference between the two links is that the Program Only link does not include the help files (which reduces the size significantly). When you click on this link, you should see a dialog similar to the following. Select the button labeled [Run].
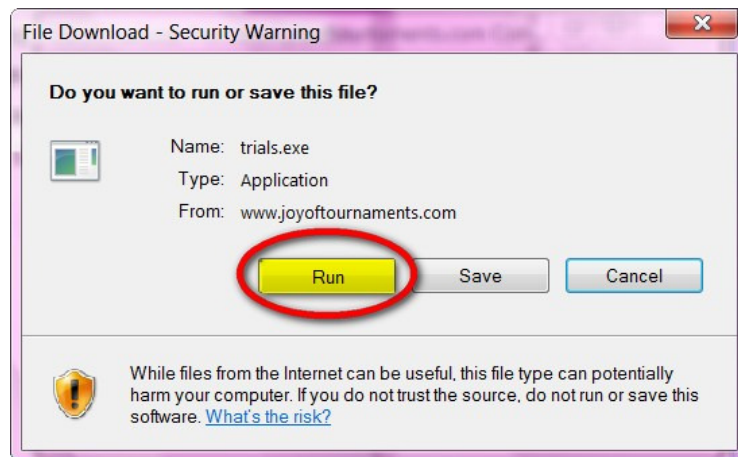
- The software should then begin to download onto your computer. As the download occurs, a progress bar will show to indicate how far along the process is. The [Open] button will be gray while the software is being downloaded. If the dialog remains and the [Open] button is no longer gray, you can press the [Open] button for the next step. Most of the time, this will be done for you automatically.
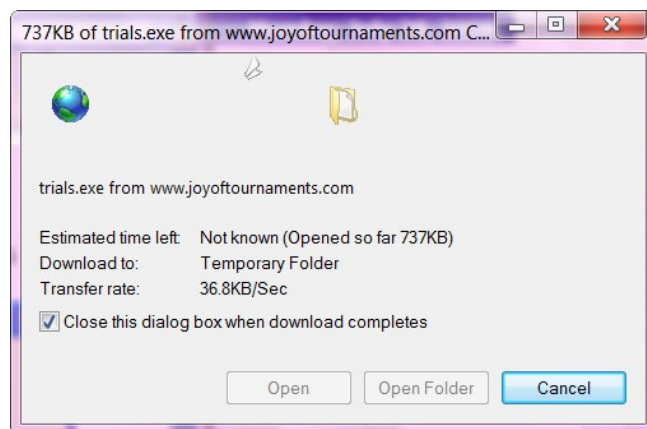
- When (if) the "Security Warning" appears, go ahead and allow the program to run.
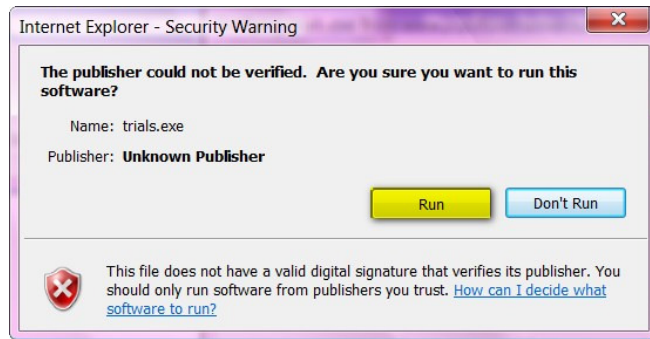
- Unzip the files onto your computer. When the following dialog appears, press the [Unzip] button.

- When the process completes successfully, you should see a message similar to the following dialog. Press the [OK] button to dismiss the success message, and then press the [Close] button to dismiss the Winzip self-extractor window. **Note: the actual number of files unzipped may vary.**

- This step is the most important step and is the one which will actually install the software on your computer. Find the files which were unzipped. Go to your 'Start' button and find the link for 'My Computer'. Double-click on the "Local Disk (C:)" icon.
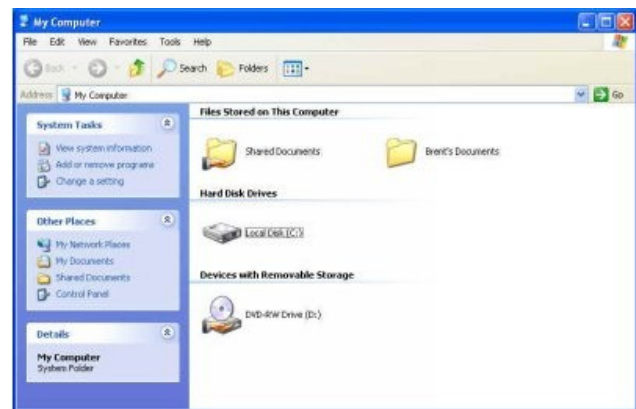
- Open up the "Program Files" folder. When you open up the "Program Files" folder, you may receive a warning similar to the following:

- If this warning appears, click on the "Show the contents of this folder" link that appears.

- Find the file called "The Joy of Tournaments". Once inside the folder labeled "The Joy of Tournaments," you should see something similar to the following. Open up the folder labeled "Update". The "Update" folder is created by the "Unzip" process described on page 4. The "Joy of Tournaments" folder may or may not exist yet.
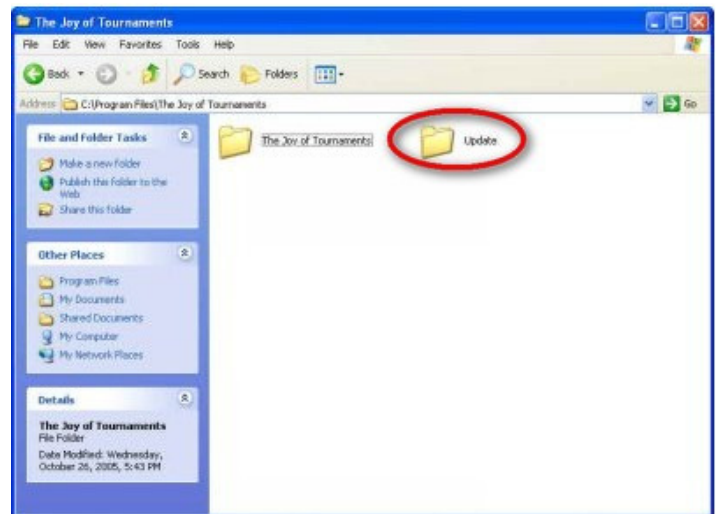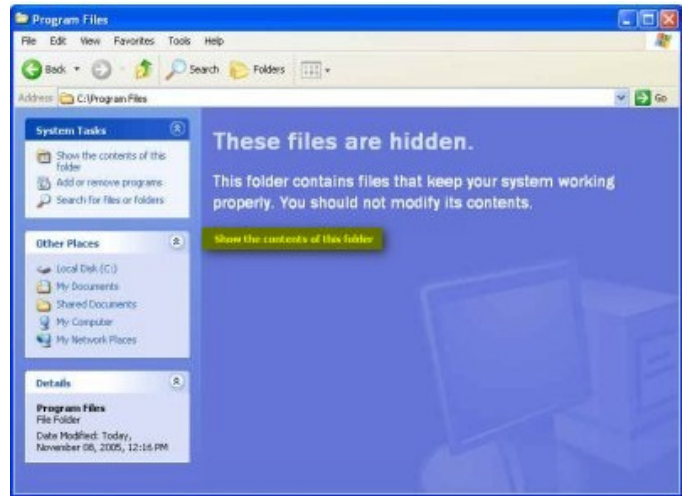
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What you see at this point will depend on several settings on your computer (see images below for several possibilities). There will be more than one file named 'setup' in the 'Update' folder. The one you are looking for will usually have a blue computer icon beside it.

- When you find the 'setup' icon, double-click on it to begin the installation.
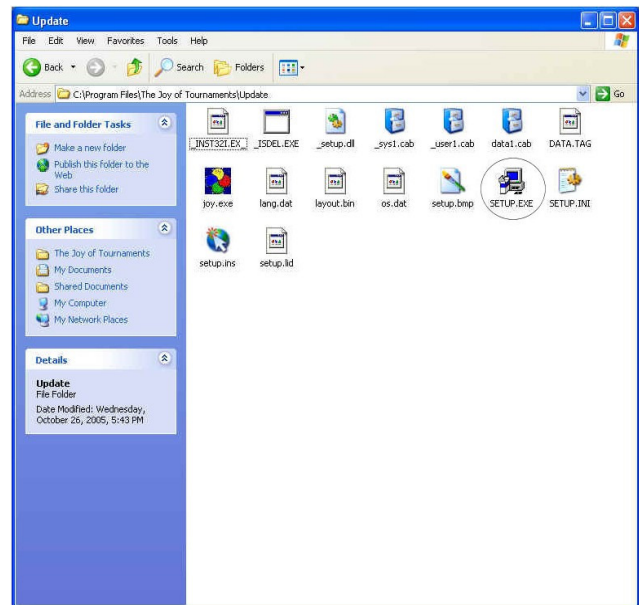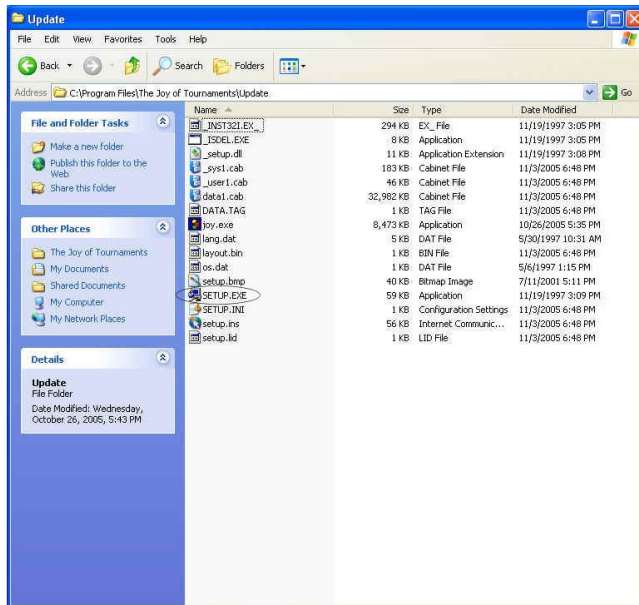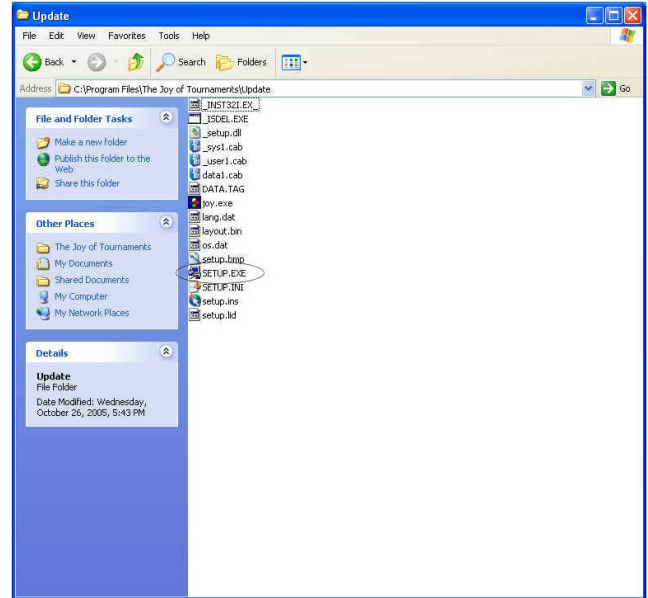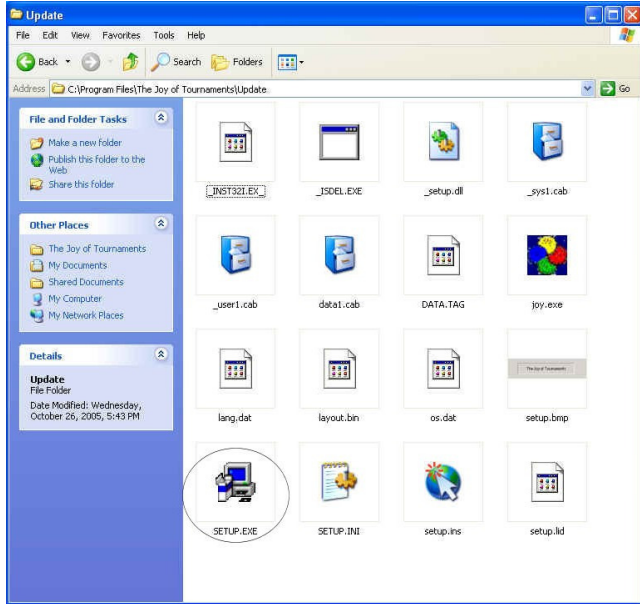
- Run thru the setup process for The Joy of Tournaments. Click "Next". Click "Yes".
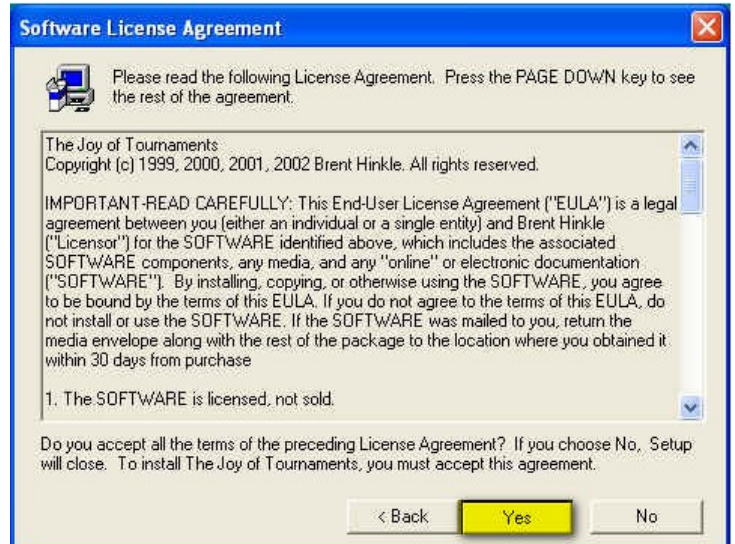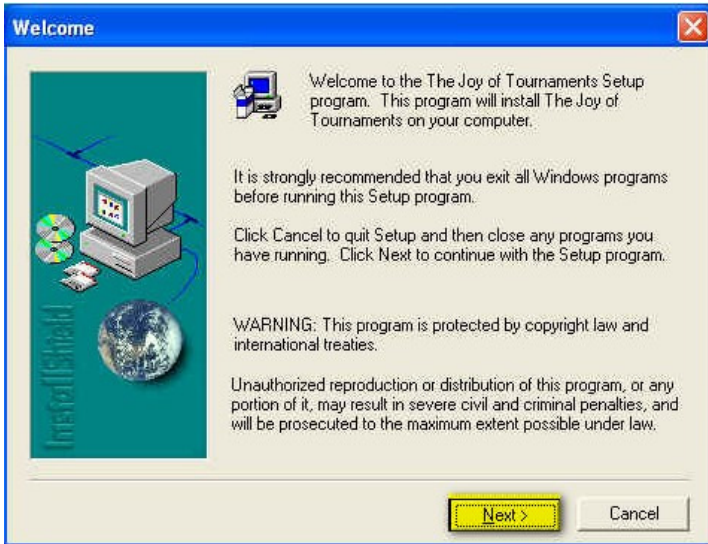
- Click Next" and Click "Next" again.
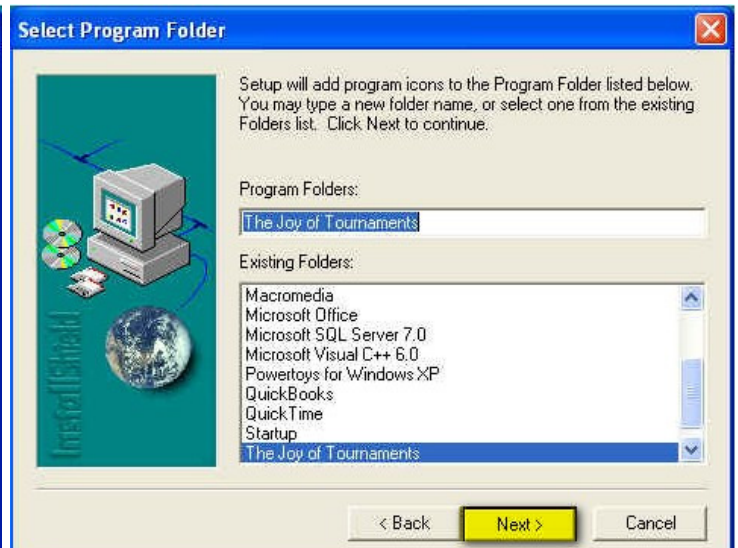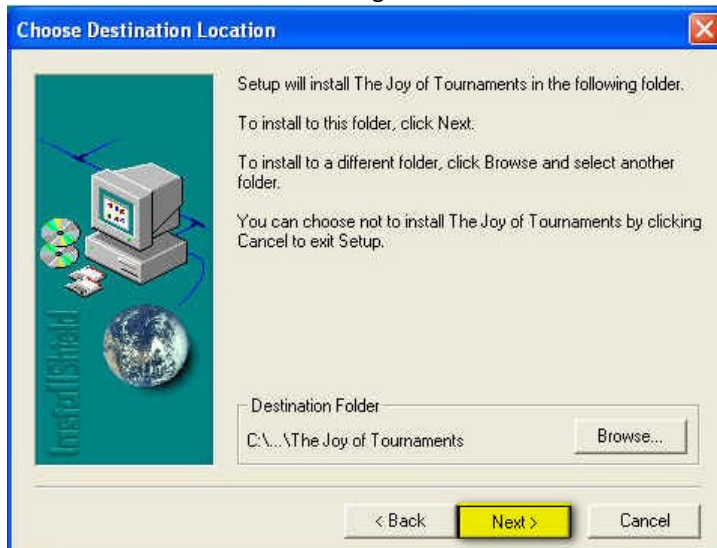
- Progress bar should move to 100%. Click Finish.

- Click Finish.
- You should now have The Joy of Tournaments installed on your computer. Go to the "Start" menu. Select "Programs". Find the "Joy of Tournaments" folder and then click on the "Joy of Tournaments" icon. The program should appear.

Get an Authorization Key to for EVERY Computer

The next step will be to enter an "authorization key". The presence of an authorization key will convert the "trial" version of the software into the full version of the software. Without an authorization key, the software will not allow you access to particular options nor will the program allow you to print.

There are three ways to get a key:	
Option A)	(*Easiest*) From the "Generate Key" (automatic option) within the tabulation software.
Option B)	Manually within the tabulation software.
Option C)	Manually from the Website (not connected to the tabulation software).

- **Option A: This is an automatic process. This will work if you are on the computer that you will use for tabulation and it HAS Internet access, and it is not blocked by school network filters. (NOTE: If you do not have internet access or you are blocked by school network filters, skip to Option C.) Keep in mind also, that if you have more than one ACTIVE tournament website running, this option may not work for you.**

  - ✓ If you haven't already done so, download and install the latest version of The Joy of Tournaments software.
  - ✓ At the end of the download, a dialog box may appear asking for an authorization key. (If the box doesn't appear or if you've previously downloaded the latest version, open The Joy of Tournaments tabulation software. Open the software and click on **Help** at the top of the screen. Then click on **Registration** when the menu appears.)
  - ✓ Once the dialog box is on your screen, look at the "Serial Number" box. If the box says, "Trial" you are okay. If there is a serial number in the box, be sure to erase any numbers that appear in the box. You will then have a blank box next to the serial number prompt.
  - ✓ Click on the **Generate Key** button at the bottom of the dialog box.
  - ✓ A new box entitled, "Automatically Obtain Authorization Key" will pop up. At this stage, you have two possibilities of obtaining an authorization key.

✓ The easiest method is to enter your website login credentials to find your license (this is the email address and password that you use to log into your Joy of Tournaments tournament website.)

✓ Click **Get Key. (Note: If you are on a school computer with network filters, this process may not work. Don't panic, skip to Option B).**

✓ If this step worked, the key will automatically be placed in the "Key" blank of the registration box.

✓ Click **OK** and you are ready to begin the setup process.

- **OPTION B:** If the above option did not work, find your serial number and password on the website. (To find your current serial number you will go to your website and click on **Administration** and then on **Software Download.** The number will be in the middle of the page.)

✓ Once you have your license information, enter your serial number and password. Click **Get Key**.

Automatically Obtain Authorization Key
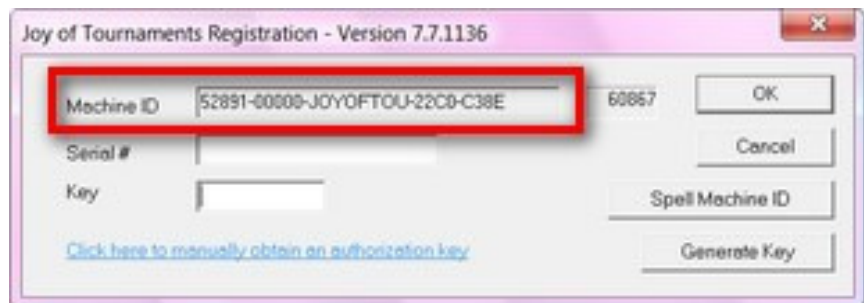
If you have an active website and you do not know your serial number and password, enter your website login credentials to attempt to find your license.

Email Address

Password

If you have your license information, enter your serial number and pass

Serial #   2770-8300-11632

Password   sample

Get Key   Cancel

Be sure to enter the dashes in the serial number box.

✓ The computer will give you a key. Click **OK**.

Joy of Tournaments Registration - Version 7.7.1136

Machine ID   52891-00000-JOYOFTOU-22C0-C38E   60867   OK

Serial #   2770-8300-11632   Cancel

Key   629082G   Spell Machine ID

Click here to manually obtain an authorization key   Generate Key

- **Option C:** If you do not have access to the Internet on the computer where you will tabulate, or if none of the above options work, then you will need to manually generate a key from your tournament website.

  ✓ **NOTE: Because you do not have immediate access to the internet, ACCURACY is of the utmost importance in this step. Be very careful to copy the numbers EXACTLY as you see them. Again ACCURACY is IMPERATIVE!!!**

  ✓ **PART A:** Start on the computer where you have your tournament open in the Joy of Tournaments software. Make sure you have followed the steps above to download the latest version of The Joy of Tournaments software. At the end of the download, a

Joy of Tournaments Registration - Version 7.7.1136

Machine ID   52891-00000-JOYOFTOU-22C0-C38E   60867   OK

Serial #   Cancel

Key   Spell Machine ID

Click here to manually obtain an authorization key   Generate Key

dialog box may appear asking for an authorization key. If you've previously downloaded the latest version or if the box does not appear, open The Joy of Tournaments tabulation software. Click on "Help" and then on "Registration". A dialog box will appear. Write down the Machine ID number **EXACTLY** as you see it.
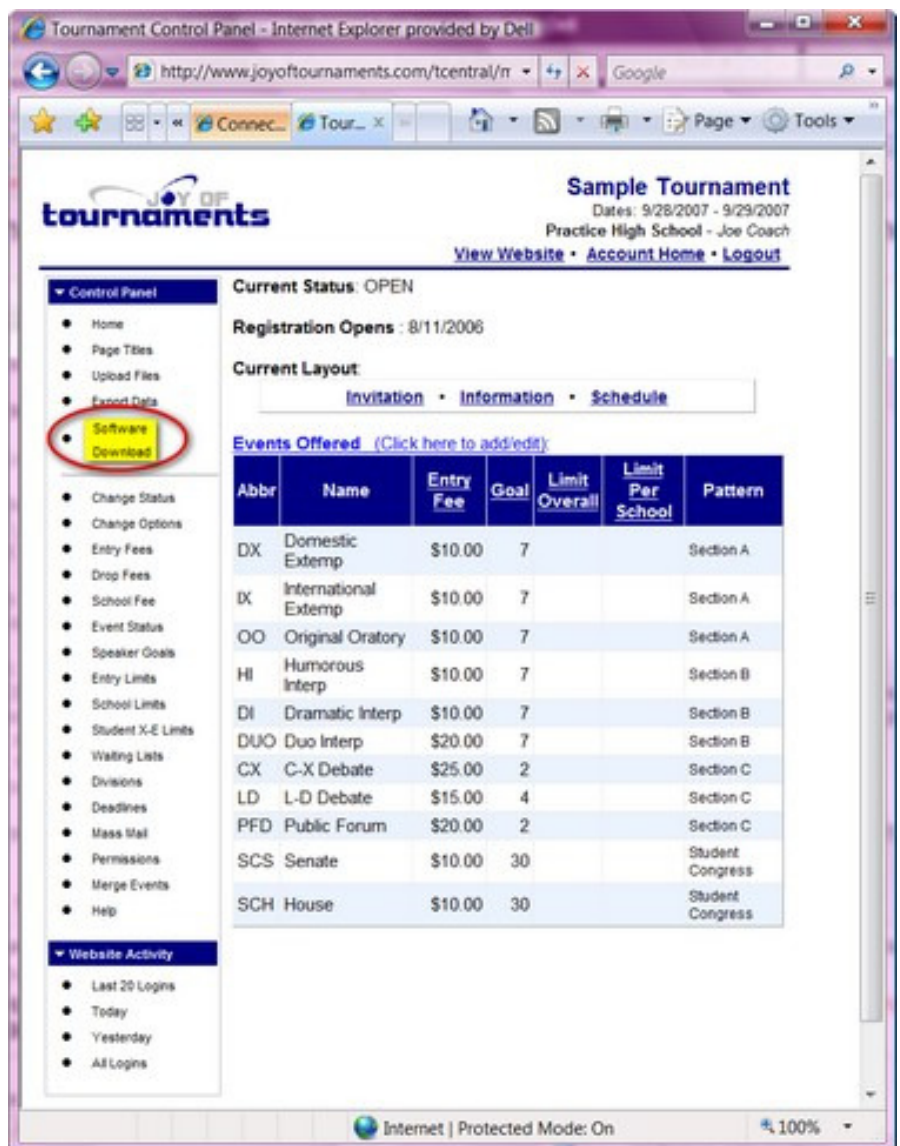
  ✓ **Remember that ACCURACY will save you LOTS of frustration. TIP: Common mistakes are typing O's ("O" as in ocean) instead of 0's (zero's). Keep in mind that the Machine ID number is generally unique to each individual computer.**

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- ✓ **PART B:** Go to a computer where you have access to the Internet.
- ✓ Go to your website and log into your tournament.
- ✓ Click on Administration.

- ✓ Click on 'Software Download' on the left side of the page in the control panel box.

- ✓ **NOTE: If you do not have a tournament website, and you are only tabulating on the software, this procedure will be different for you. You should have received a serial # and password from The Joy of Tournaments staff. With those numbers, go to the home page of The Joy of Tournaments Website and click on "Authorization Key".**
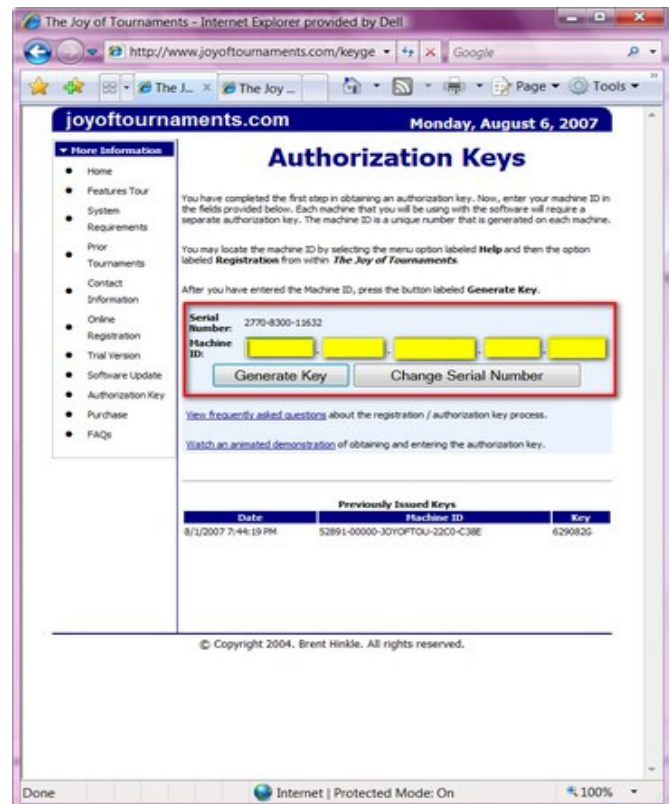
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✓ Scroll down and click on the link that says, "Click here to generate an authorization key".
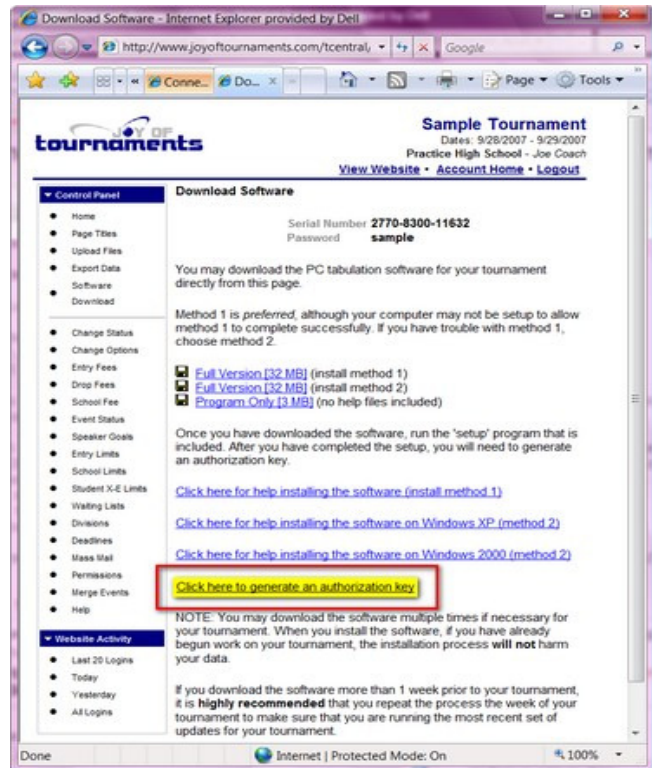
✓ When the "Authorization Key" page pops up, it asks for the Machine ID number. Type in the Machine ID that you found in Part A (above).

✓ HINT: To find the Machine ID again, click on "Help" and then on "Registration". A dialog box will appear. Write down the Machine ID number **EXACTLY** as you see it. **Remember that ACCURACY will save you LOTS of frustration. TIP: Common mistakes are typing O's ("O" as in ocean) instead of 0's (zero's).**

✓ Click "Generate Key" and the computer will give you a key in the list at the bottom of the page. Write this number down **EXACTLY** as you see it. (If you can print the page, this would be helpful later).

✓ **PART C:** Return to the computer where you have your tournament open in The Joy of Tournaments software. Go back to the dialog box that you were looking at in PART A. (Hint: Click on "Help" then on "Registration".)
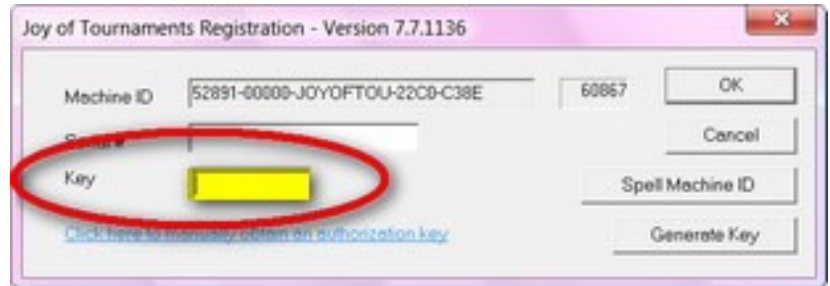
✓ When the dialog box opens, type the key into the registration screen next to the 'key' box **EXACTLY** as you see the number. Click 'ok'.

✓ **NOTE: If you go through the process and it says, "invalid key" then you need to repeat the process (verifying the numbers have been copied down correctly and input correctly) as many times as needed to get clearance.**

Setup and Save your Tournament

The next step is to complete the "initial setup" of the software. The steps listed here are among the **most** important steps you will perform. Please read and follow the instructions listed here carefully.

- When you open up the software for the first time, you will likely see a flashing red "save" message in the status bar at the bottom right. This message indicates that your data is not being saved. The initial setup steps listed below will help you insure that your data is being saved properly.

- You will want to setup the "Title" and dates of your tournament. From the **File** menu, select **Properties**.

- In the field labeled **Name**, replace **Untitled** with the name of your tournament (e.g. "2008 Abcde Tournament").

- Set the Start Date and End Date for your tournament.

- The defaults will be reasonable for all of the other options on the **General** tab. The other tabs are set to default settings. You may wish to enter other information, as it pertains to your individual tournament. Press OK.

- At this point you should see a warning box pop up that reminds you to save your tournament. You will also notice a red, flashing **Save** indicator at the bottom of the page. Click OK on the warning box.
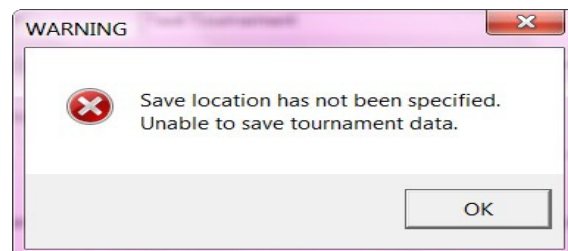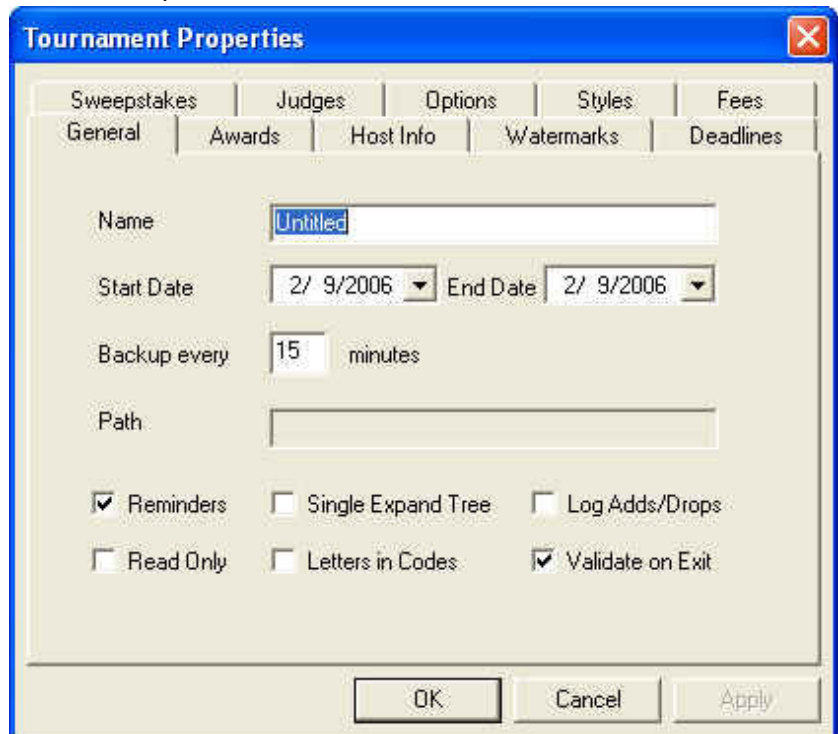
- Go to the **File** menu and select **Save As**. You should select a location on your computer to save the data for your tournament. It is recommended that you do not use a network drive. It is also recommended that you do not use a thumb drive. If at all possible, it is recommended that you save your work on the local hard drive of the computer you will be using for tabulation. It is also recommended that you create a separate folder on your computer to store the data. If you will press the Create New Folder icon (   ), you can easily create a new folder. Rename the "new folder" to something appropriate (e.g. "JOT DATA", or "JOT 08").
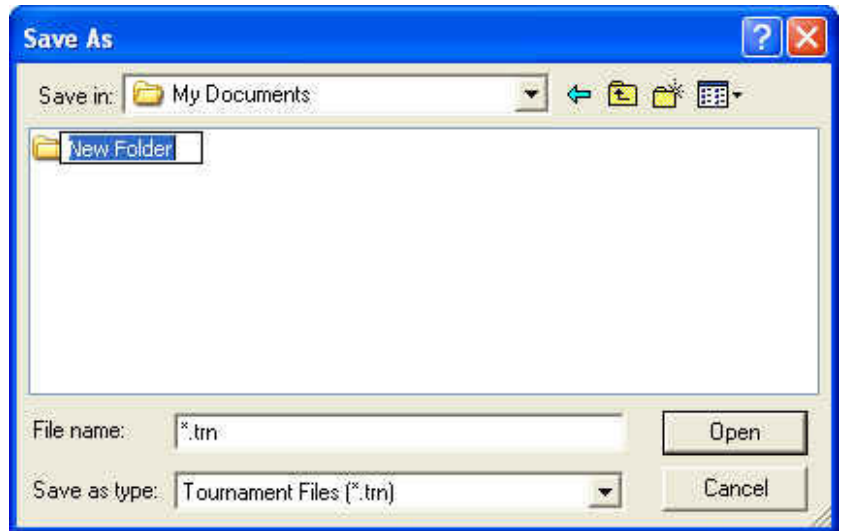
- You must REPLACE the "*.trn" that will initially appear in the "File Name" field with a file name representing your tournament (e.g. "Abcde08").

- To test that this step has been completed successfully, EXIT the application (select **File** -> **Exit** from the menu. When you exit the application, you should not see any questions or prompts appear. If you do get a prompt of any kind on exit, one of the steps above has not been completed successfully.
- If the program exits without any messages, you should then open it back up. The title bar of the application should have the name of your tournament that you supplied earlier. If you see "Untitled Tournament" in the title bar, your data is not being saved properly.
- *Very important note*: from this point forward, you should *never* see a red flashing "save" message in the status bar of the application. If you see this message at any time, you should immediately STOP what you are doing and save your work. *When the flashing red "save" message appears, your data is **not** being saved.*

Import the Entries from the Website

- **OPTION A - This is the recommended way to import entries into the software**. If you are using the website for registration, you should import the information from the website at this point. If you are doing this setup work in advance of your tournament, you may repeat the import process again closer to your actual tournament, but the website import will give you a head start on some of the setup process.
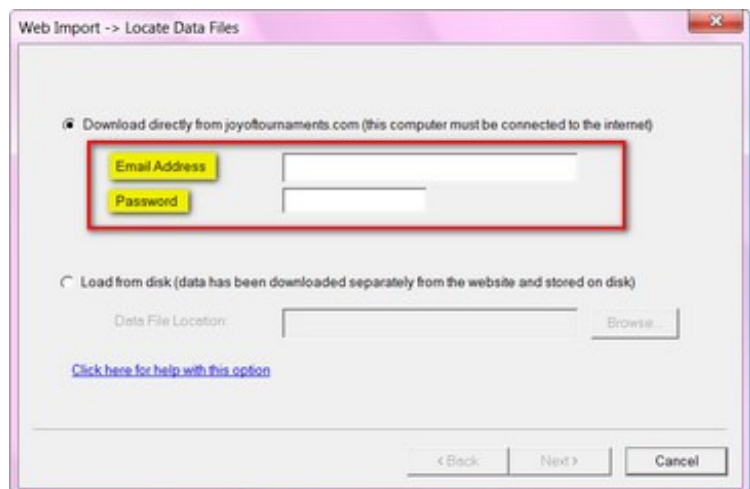
  ✓ Make sure your computer has internet connection and open your tournament in the Joy of Tournaments Software. Click on "File".
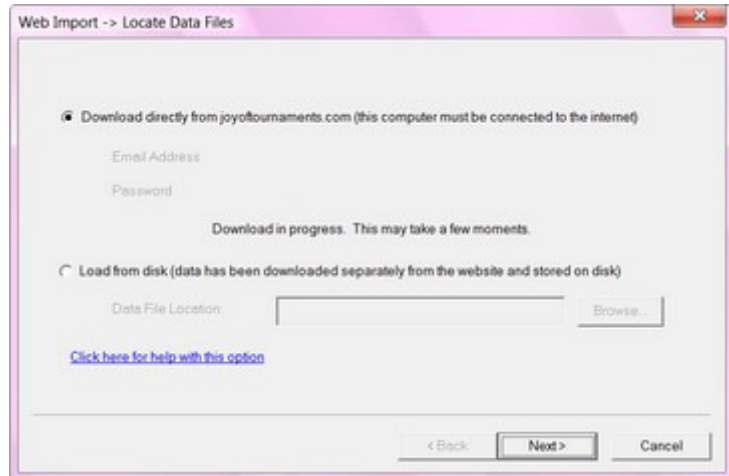
  ✓ Click on "Import Website Entries".
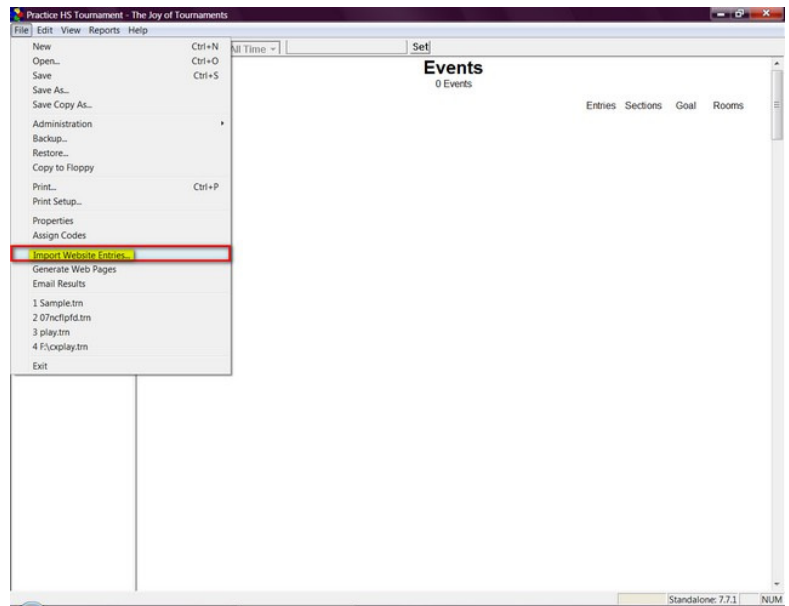
  ✓ A dialog box will appear that is labeled, "Web Import -> Locate Data Files". The default option "download directly from joyoftournaments.com) is chosen.
 ✓ Type in your email address and your password. Click "Next".

✓ A dialog box will appear indicating the download is in progress.

✓ The next box that will appear is the "Web Import ->Map Events" box.
✓ **NOTE: If there are any events in the "Unmapped" box, you will need to tell the computer how to match them.**
✓ The items on the left in the **Mapping** box are the ones that have been created inside the tab software. The events in the middle of the **Mapping** box are the ones that are available on the website. The events need to match in order to import correctly. If there are no items in the **Unmapped Web Events** box, click **Next.**
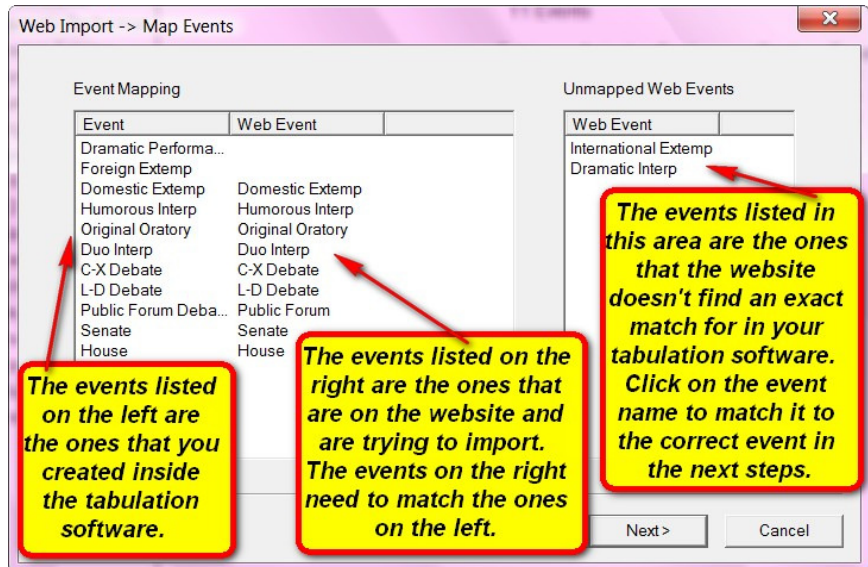
✓ If you have unmapped events, you should double-click on one of the items in the "Unmapped" box on the right.

NOTE: An event will be unmatched if the names inside the tab software and on the website don't match exactly. For example, the website may have "International Extemp" while you have created an event named "Foreign Extemp". The "mapping" process helps the software know that these two events are actually the "same".
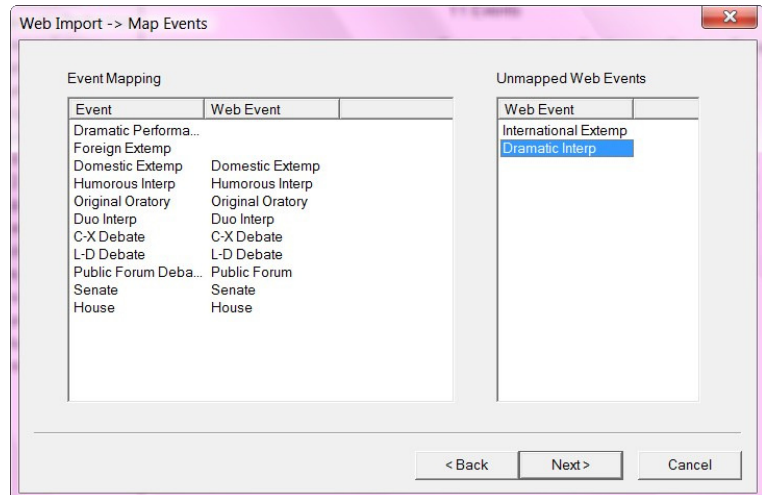
✓ Another box will appear with a list of potential events that match. Click on the item that matches. If there are no other names that are similar and you need to create a new one, then click on "new event". Click **OK**. Repeat this process for each of the items that need to be mapped.
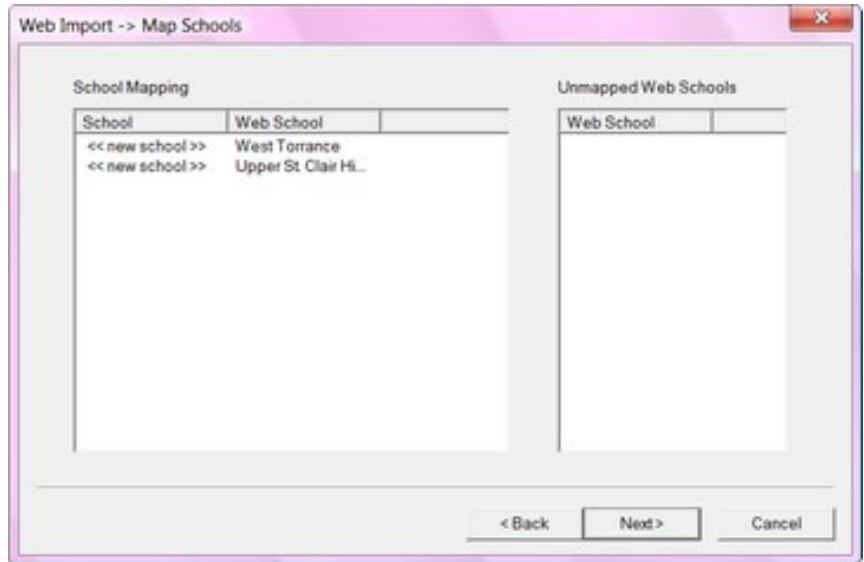
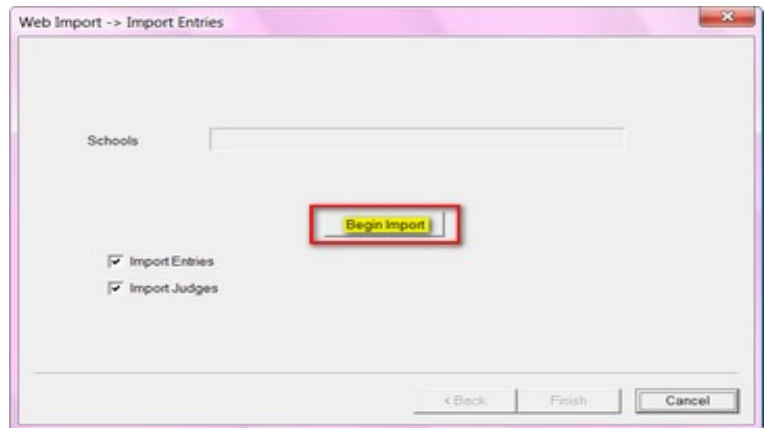✓ Once the items are mapped, the "Unmapped" box will be empty. Click **Next**.
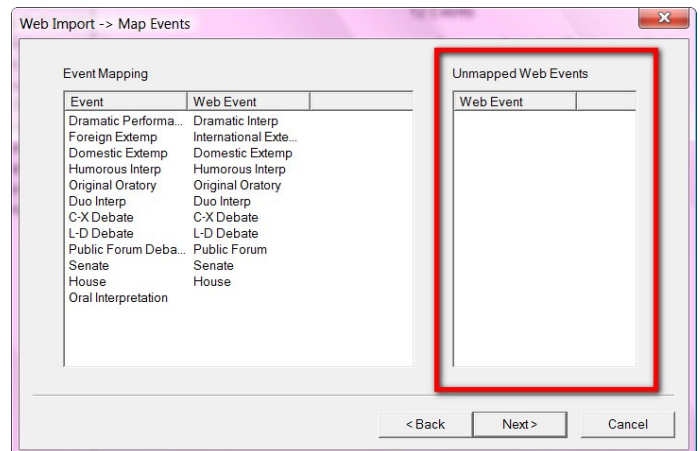
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NOTE: The process is exactly the same for mapping events and schools.
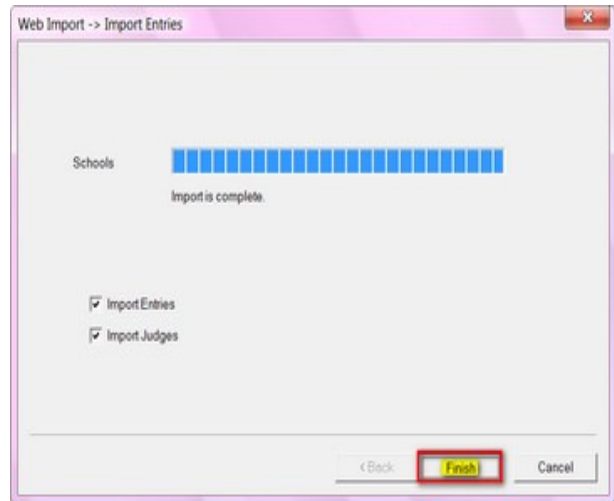
✓ Repeat the above process as needed for schools.

✓ When the mapping process has been completed, **The Web Import→Import Entries** box will appear. Click on **Begin Import.**

✓ When the download is complete another box will appear to indicate that the import is complete. Click **Finish.**

✓ The website entries and information have now been imported. Return to the Joy of Tournaments screen and you will see the events listed in the right hand panel.

✓ If the above "recommended" process doesn't work, then you may need to import your entries in an alternative format.
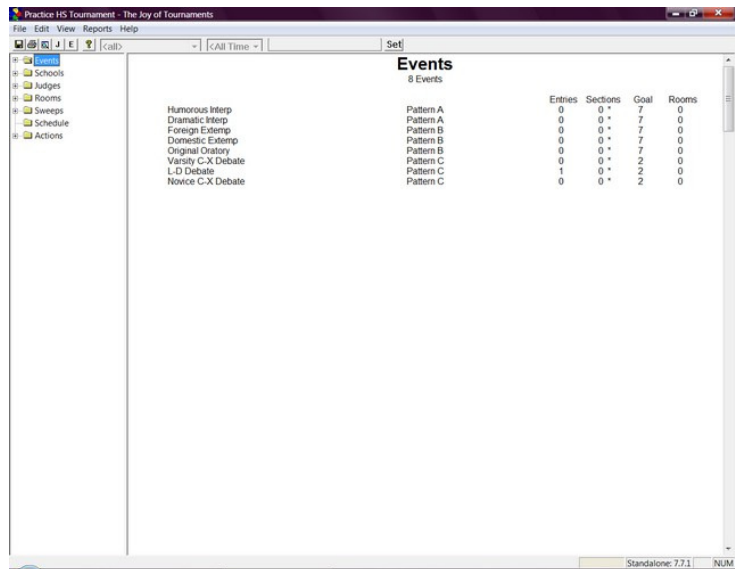
- **OPTION B - Importing Website Entries (2-step process).** Be aware that this is a more difficult way of importing, try the above option first. This is also a two step process.

  ✓ **Step 1: Importing the website entries from the website to a saved location on your computer.** Log into the current tournament on www.joyoftournaments.com. Click on **Administration**.

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✓ On the left under control panel click on **Export Data**.
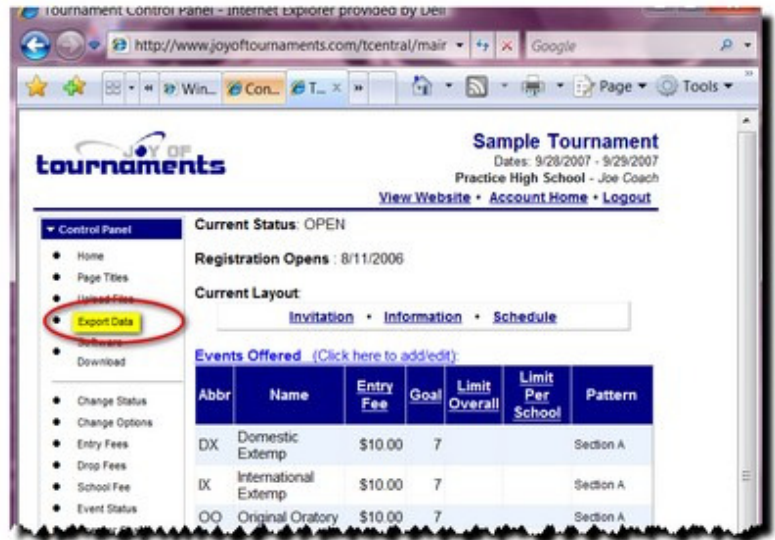
✓ Click on the option that says, **Export Entries (Joy of Tournaments Import Format)**

✓ A page will appear that is titled, **Export Website Entries**.
✓ **Right click** on the blue link that says**, Web Download Definition (tourn.txt)**

✓ Click on **Save Target As**. (FireFox users will see "Save Link As")

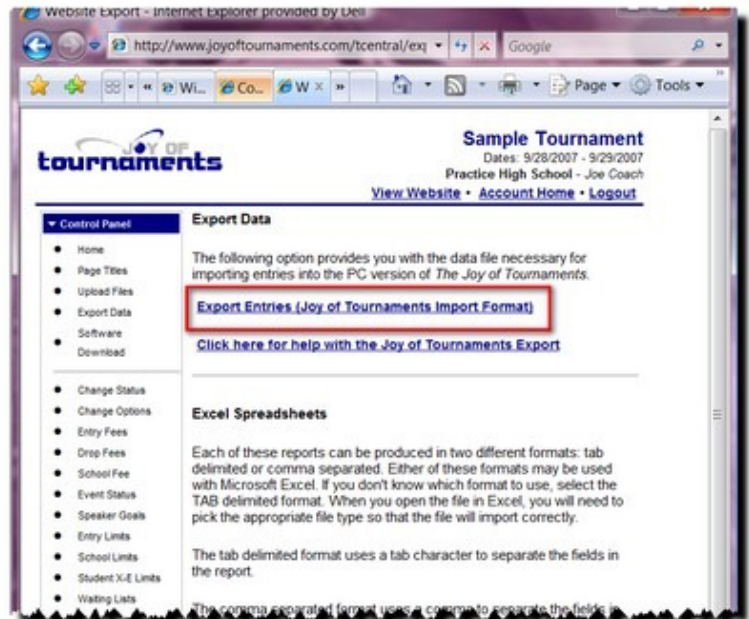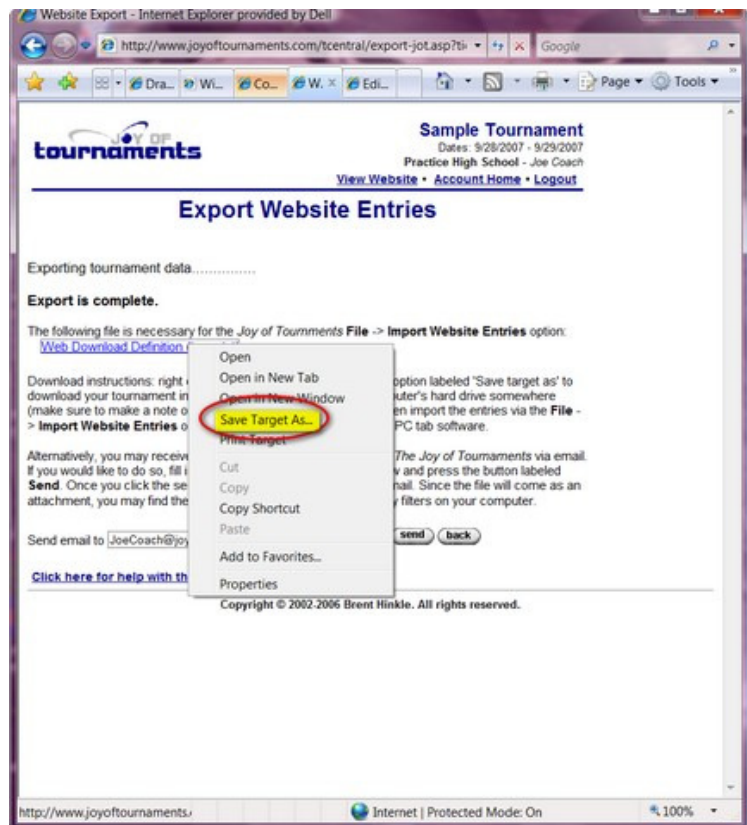✓ Once you select **Save As,** a box will appear that will allow you to select a location on your computer where you will save this data.

✓ **NOTE: As a default setting, the computer will save the name of the file as "tourn.txt". It is strongly recommended that you do not change the name of the file.**

✓ Click **Save.**
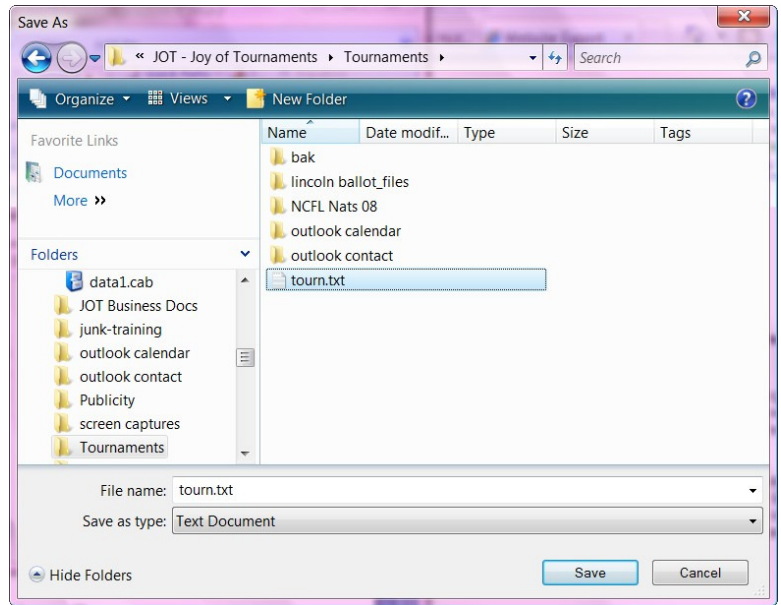
✓ Depending on the version of Windows you have, when the document finishes saving, a "Download Complete" box may appear. If needed, click the 'X' to exit out of this dialog box.
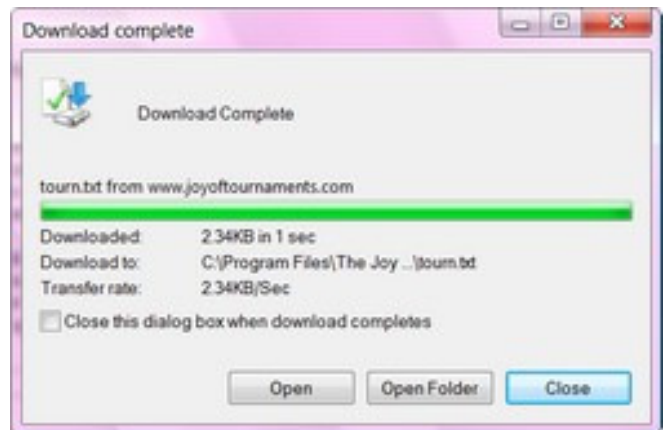
✓ **Step 2: Importing the website entries from a saved location into the tabulation software**. Get out of the browser, return to your desktop and open The Joy of Tournaments software program on your computer. Click on **File** and then on **Import Website Entries.**
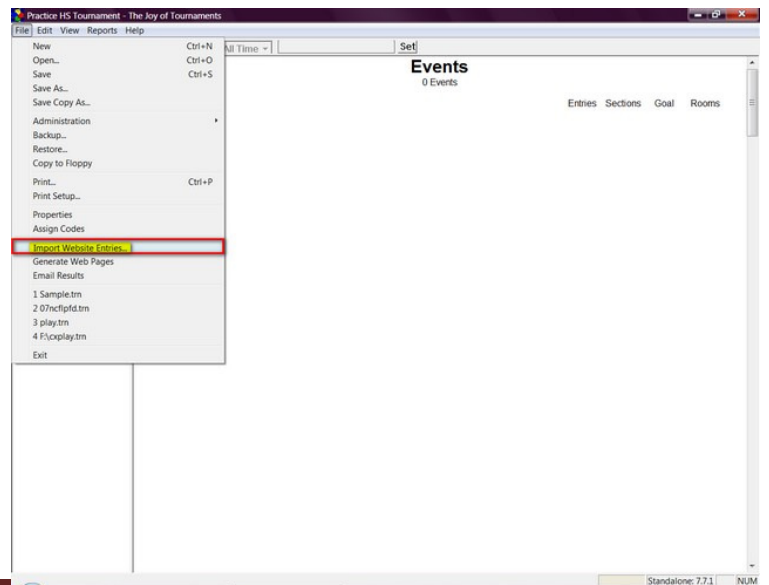
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- ✓ A dialog box will appear that is labeled, "Web Import -> Locate Data Files". The default option is chosen. Choose the second option that says, **Load from disk (data has been downloaded separately from the website and stored on disk).** This option will allow the program to "Browse" to find the "tourn" file that you saved in your "My Documents" folder in the process.
- ✓ Click on **Browse**.

- ✓ An "open" dialog box will appear. Find the file where you saved your tournament data in the step above in Part 1. You are looking for a "tourn" file with the (txt extension). Click on **Open**.
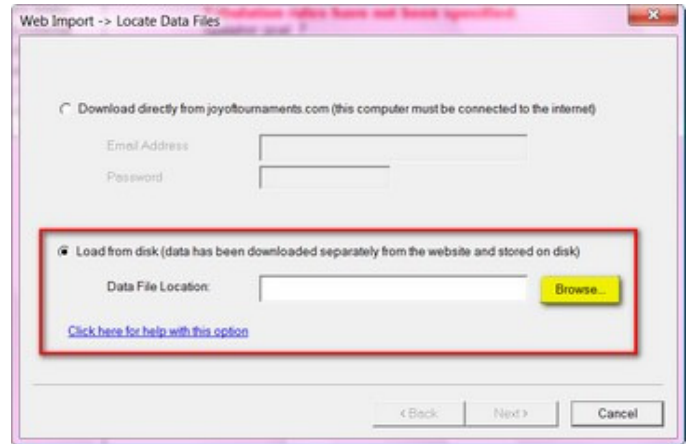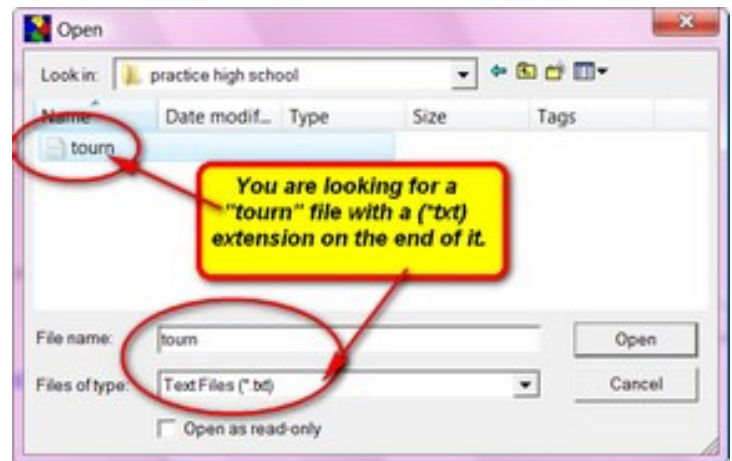- ✓ **Note: You may need to change the file type to "Text files (*.txt). To do this click on the dropdown arrow in the box, "Files of Type" and select the text files option.**
- ✓ The "Web Import – Locate Data Files" box will reappear. Verify that the address/location is correct in the browse field and click **Next.**

- ✓ The next box that will appear is the "Web Import -->Map Events" box.
- ✓ **NOTE: If there are any events in the "Unmapped" box, you will need to tell the computer how to match them.**
- ✓ The items on the left in the **Mapping** box are the ones that have been created inside the tab software. The events in the middle of the **Mapping** box are the ones that are available on the website. The events need to match in order to import correctly. If there are no items in the **Unmapped Web Events** box, click **Next.**
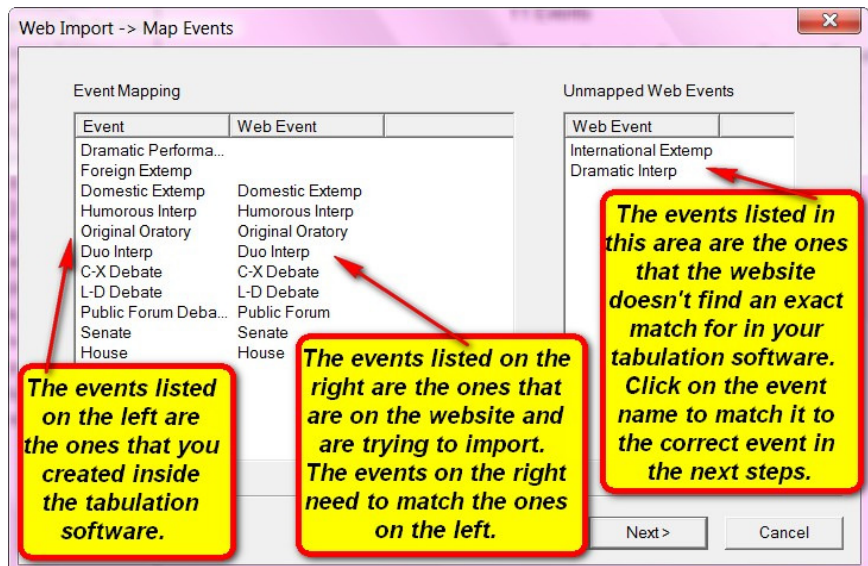
You may now complete the process of importing entries from the website as described on pages 17-19.

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✓ Now that you have completed the import process it is important to make sure the website is closed so that no more changes may be made on the website. To do this, click on the **Administration** link.

✓ On the far left side of the page in the Control Panel, click on the **Change Status** link.
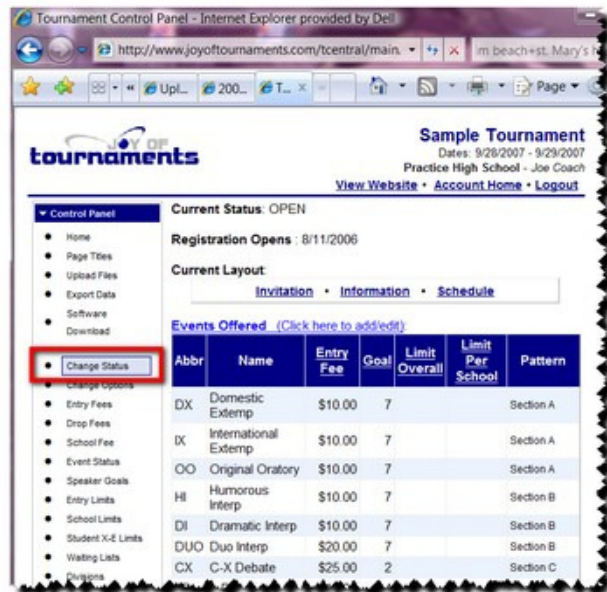
✓ In the **New Website Status** box, click on the dropdown arrow and a menu will appear. Change your status to **VIEWONLY**. This will allow coaches to view their entry and print fees, but will NOT allow any changes to the website. Most importantly, this keeps the entries in your import safe from changes.
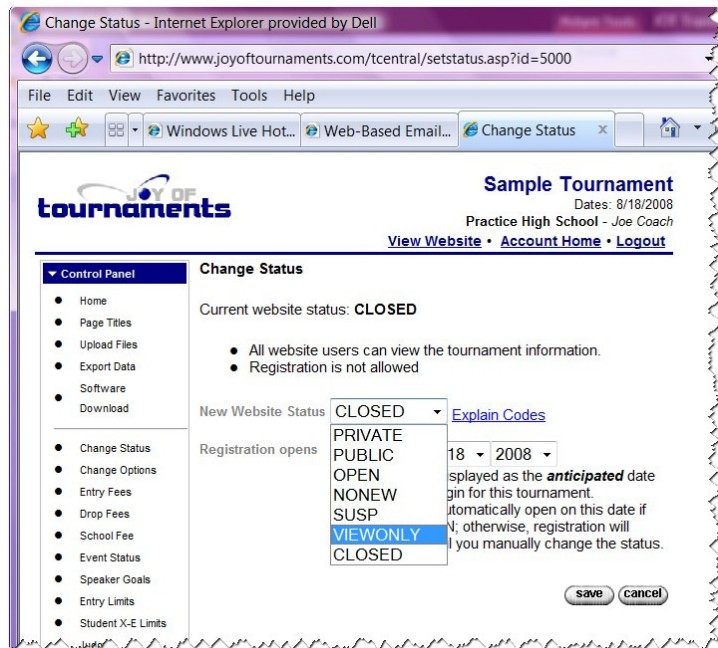
Setup the Rules for Your Events

After you have imported your events, the next step is to set up your constraints and tabulation rules. These rules are based on methods your league or region uses to run the events, break ties and determine the rankings.

- On the left side, click on the "+" sign beside the word **Events** in the left hand window and the navigation tree showing all the events will open.
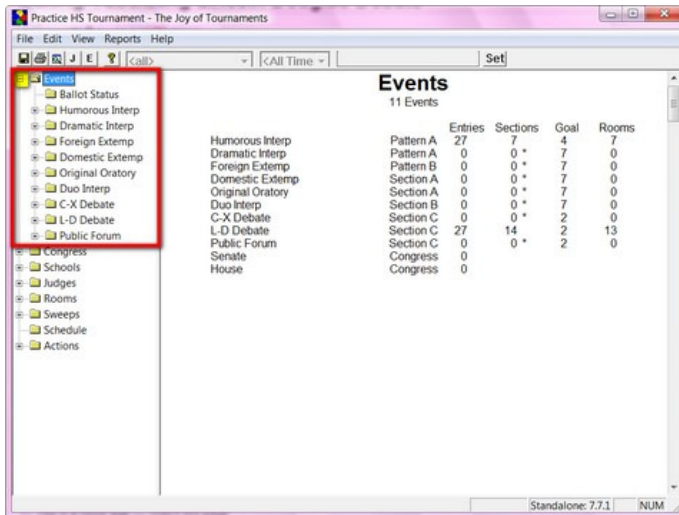
- Right-click on the event you wish to configure and a dropdown menu will appear. Click on **Properties.**
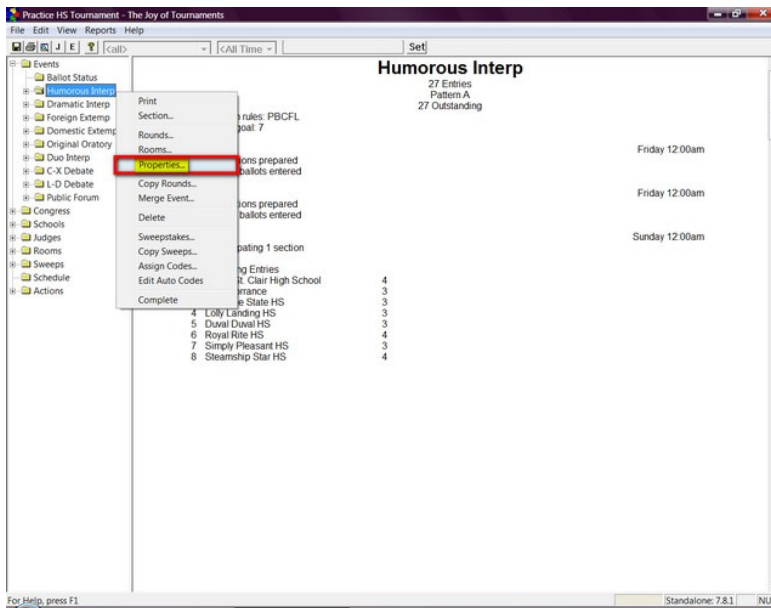
- When the **Properties** box appears, you will see there are six tabs at the top of the box. In this step, you will need to check information under three of these tabs.

BASIC TAB: Most of the information on this page will be imported from the website. However, there are three areas to review:

a) **Method** – Keeping in mind what event you are setting up, you will think about how you will pair/section this event.

- ✓ **Section** –this option is primarily used for individual events.
- ✓ **Pair** – use this option for debate events (C-X debate, L-D debate, Public Forum, Parli Debate, etc.)
- ✓ **Congress** – use this option for Student Congress.

b) **Type** – Keeping in mind what type of event you are setting up and how many people are comprise an entry/slot in the event:

- ✓ **Individual** – If this option is marked, the computer will know that this event sections/pairs individual students into each section/round. This is for a single person event (e.g. L-D Debate, Extemporaneous Speaking)
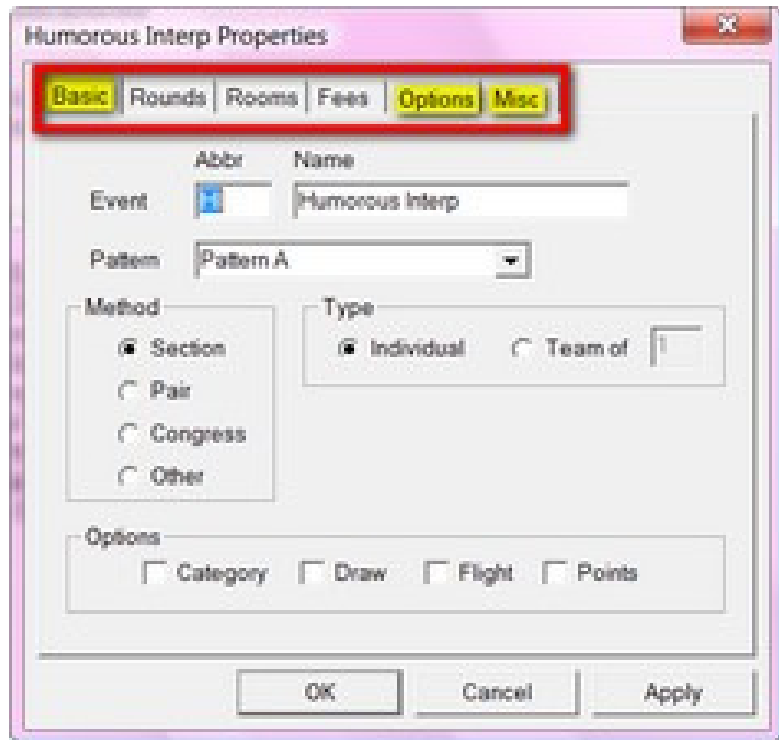- ✓ **Team** – If this option is marked, the computer will know that this event/sections/pairs teams into each section/round. This is for team events (Duo, Duet, CX Debate, or "group" events). Be sure to enter the number of competitors that make up this team in the box.

c) **Options** – This section controls optional features that you may wish to use for running the event.

- ✓ **Category** – this option applies only for Texas UIL competitions. You may safely ignore this option.
- ✓ **Draw** – When this option is marked, the computer will know that this event uses a "Draw" time for scheduling the event. For example, if this event is Extemp and you wish to track the draw times, then click on "Draw".
- ✓ **Flight** – Ignore this checkbox. The computer will automatically check this option if any of the rounds of this event are flighted.
- ✓ **Points** – If this option is marked the computer will know that you wish to enter "points" on your IE ballots. By default, the computer will only show the "rank" blanks. This option turns on the option to allow you to enter points.
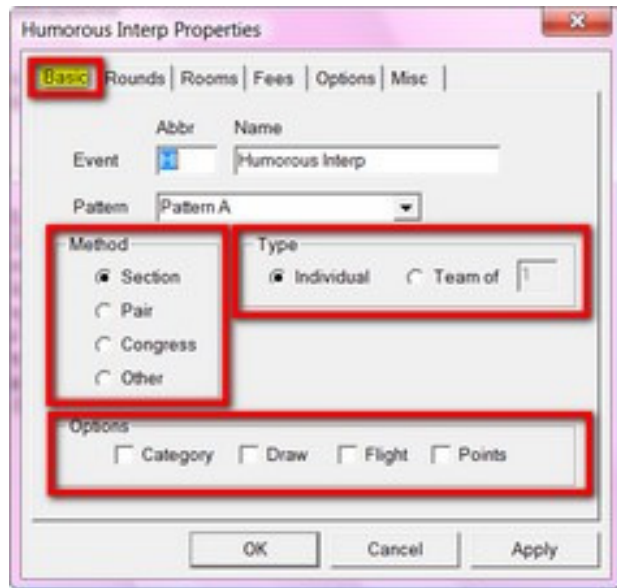
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- **OPTIONS TAB**:
  a) Do you wish to track the titles of the selections? If yes, click the "Track Selections" option.
  b) Do you wish to omit student names on the master ballots when you print them (applies to generic ballots only)? If yes, click the option.
  c) When tabulating, will you allow the computer to accept a tie for last place for your competitors in the same round (meaning: you will record ballots with 1-2-3-4-5-5-5 style rankings)
  d) If you want the computer to convert ranks greater than 5 to a 5 (that is CHANGE 1-2-3-4-5-6-7 ballots to 1-2-3-4-5-5-5), use the "map ranks greater than 5 to 5. This option actually CHANGES the ranks, so there is no way to distinguish between a 5 that was originally a 5 versus a 5 that was originally a 6 or 7. This option is RARELY used as most tournaments will want to know the original rank at some point for a tie breaker.
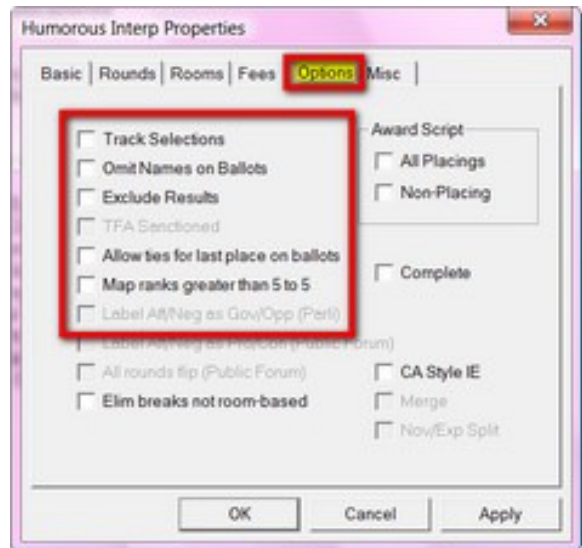
e) When working with Public Forum or Parli debate, you may want to label "Aff/Neg" as "Pro/Con" or "Gov/Opp". In most cases, the "All rounds flip (Public Forum)" option should be checked (NFL style Public Forum). California and CFL assign sides in Public Forum and should NOT check this option.
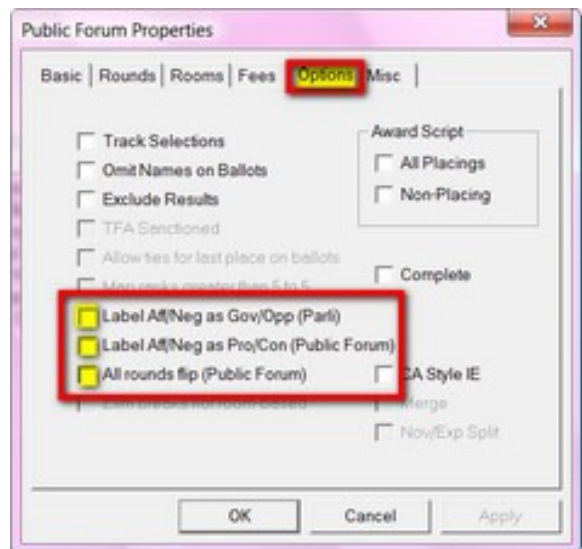
- *MISC TAB*: This is the most important step of making sure your tournament is set up and will configure results correctly. Consult your rules (i.e., bylaws, governing documents, league rules, etc.) for the method that the tournament staff will use for breaking ties.

    - Tabulation Method - **NOTE: This is where you will set up the computer to rank the competitors according to your rules. In other words, what criteria are used to rank your speakers?** You MUST set a tabulation method each event. To do this, click on 'edit'.

    - When the Tabulation Method dialog appears, type in a name (i.e., "INDEVENT" or "DEBEVENT") for your tabulation method. **NOTE: You can just type over the word that is there, which is a default setting and will disappear and enable the options to become active.** Once you do this, the **Options** box will become active.
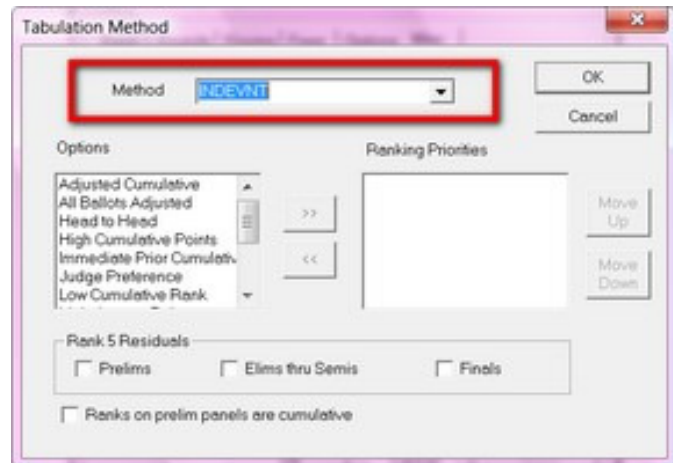
    - In the **Options** box on the bottom left, either double-click on a choice to move it to the **Ranking Priorities** box on the right, or you click on the option once, and then click the double arrows in the middle, which will move the option into the **Ranking** P**riorities** box. Click **OK.**
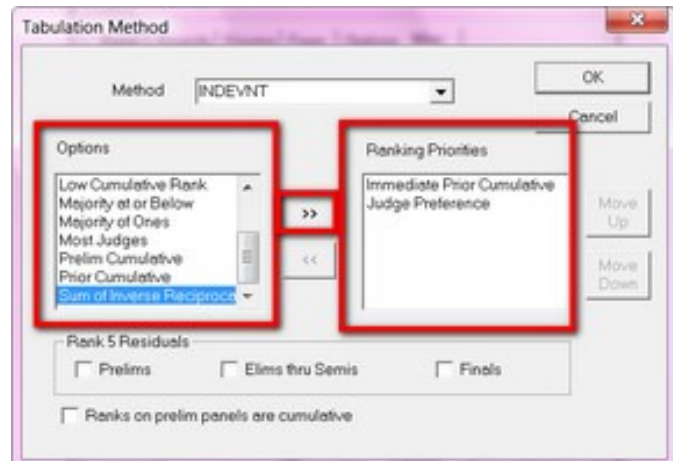
- Some very common configurations are listed below. **(NOTE: The specific order in which your league considers the tie-breakers may be slightly different from this list.)**

A common configuration for *Individual Events*:	A common configuration for *Debate Events*:
1. Low Cumulative Rank	1. win/loss
2. Judge Preference	2. adjusted points
3. Sum of Inverse Reciprocals	3. Points
	4. opponent win/loss
	5. opponent points

- IGNORE the settings at the bottom of the Tabulation Method dialog under "Rank 5 Residuals" and the box labeled "Ranks on prelim panels are cumulative". *You should only use these options if explicitly directed to do so by Joy of Tournaments support staff.* These options are highly specialized for specific tournaments only.
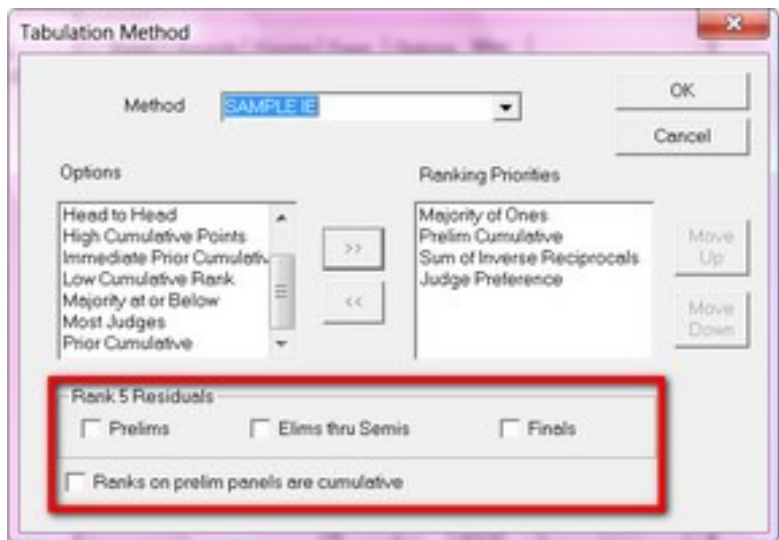
- When the Tabulation Method box re-appears, scroll down and select the name of the tabulation method that you created for your new tabulation method.
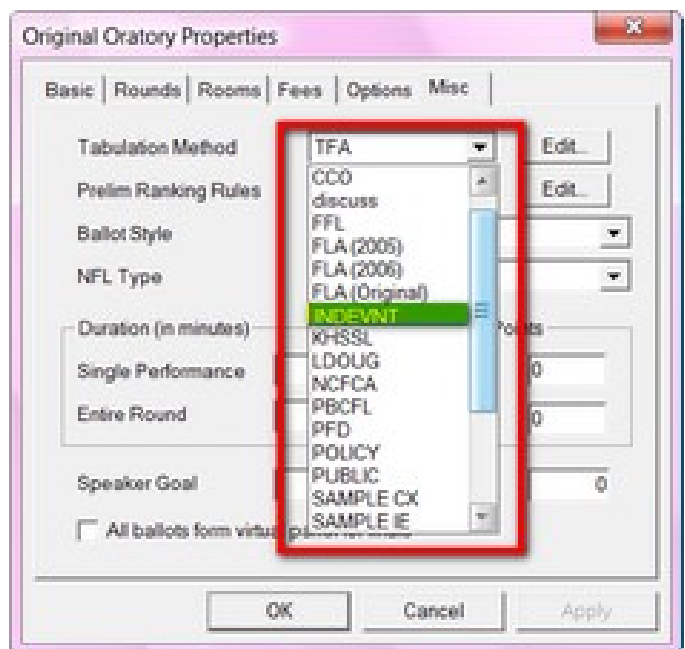
- **RANKING RULES** –
- **Individual Events -** For IE, this is option will be called **Prelim Ranking Rules –** This option determines how the students are ranked coming OUT of prelims into the first elimination round.
- **Debate Events –** For Debate, this option will be called **Speaker Ranking Rules –** This option is used if you wish to have your debaters ranked for a speaker award. **NOTE: This only works if you are also entering ranks and/or points for each speaker individually.** You will repeat the above process and set the criteria for ranking your speakers. When you create this rule, name it something like, "CX.SPEAKERS". Click **OK.**

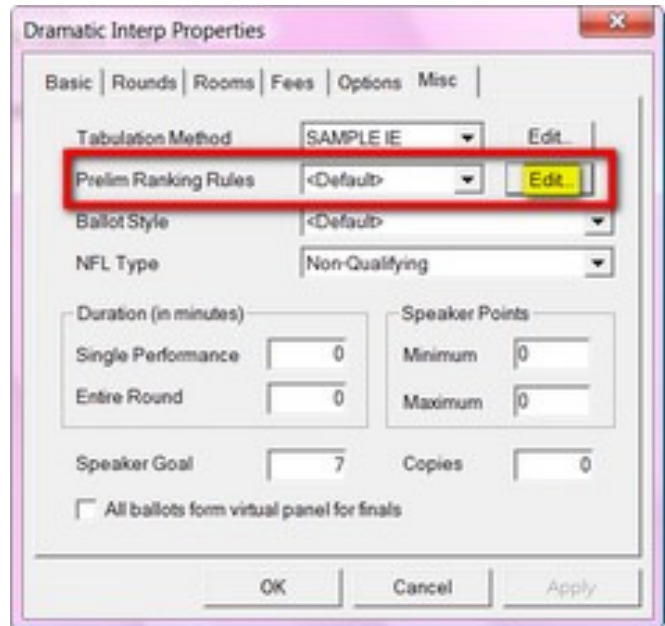| A common configuration for *Speaker Ranking Rules in debate is*: |
|:---:|
| 1. Total Points |
| 2. Adjusted Points |
| 3. 2x hi/lo points |

- **NOTE: The specific order in which your league considers the tie-breakers may be slightly different from this list.**

✓ **BALLOT STYLE** - This feature tells the computer what you want your ballot to look like for tabulation. Click on the dropdown arrow and see all the options available. *(NOTE: There are many options available to you, so it's RECOMMENDED that you test this function and print out a few ballots until you find the one that meets your needs. SOME of the ballot styles control printed ballots and SOME DO NOT. All ballot styles control aspects of the DATA ENTRY associated with the event (e.g. do you track speaker points and rank, or just speaker ranks)*

OPTION A: DEFAULT: *If you would like a generic ballot, set this option as "<default>".)* See below for examples of the different ballot styles and choices.
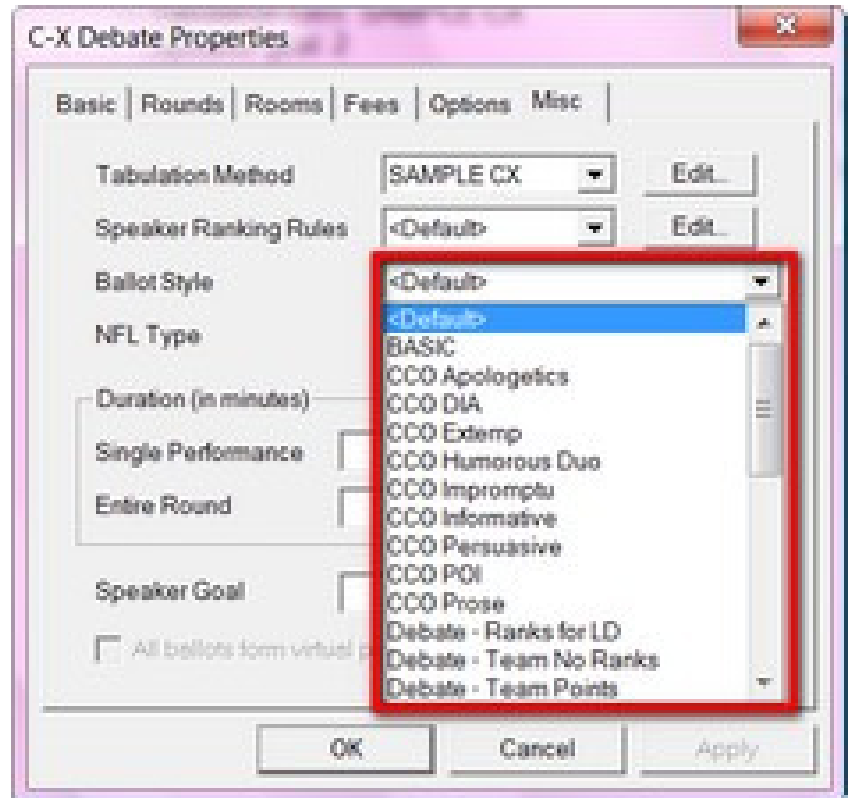
- FOR TEAM DEBATE EVENTS
  OPTION A: DEFAULT: When you enter scores using the "default option", your screen will ask you to enter ranks and points for each team member. Your screen will look like this:
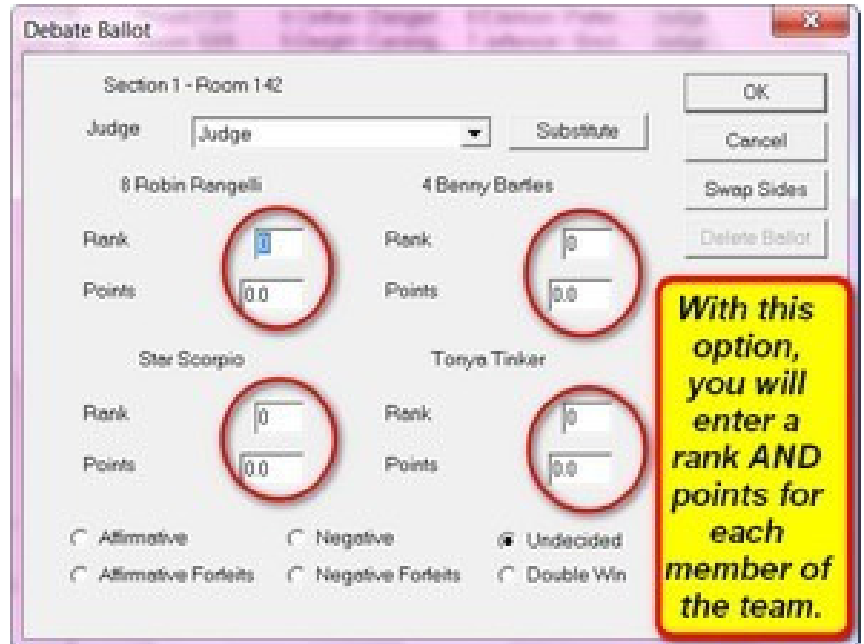
OPTION B: DEBATE - TEAM NO RANKS:
When entering scores, if you want the
option to enter **ONLY** points for **EACH**
member of the team, you will choose the
option "Debate - Team No Ranks".
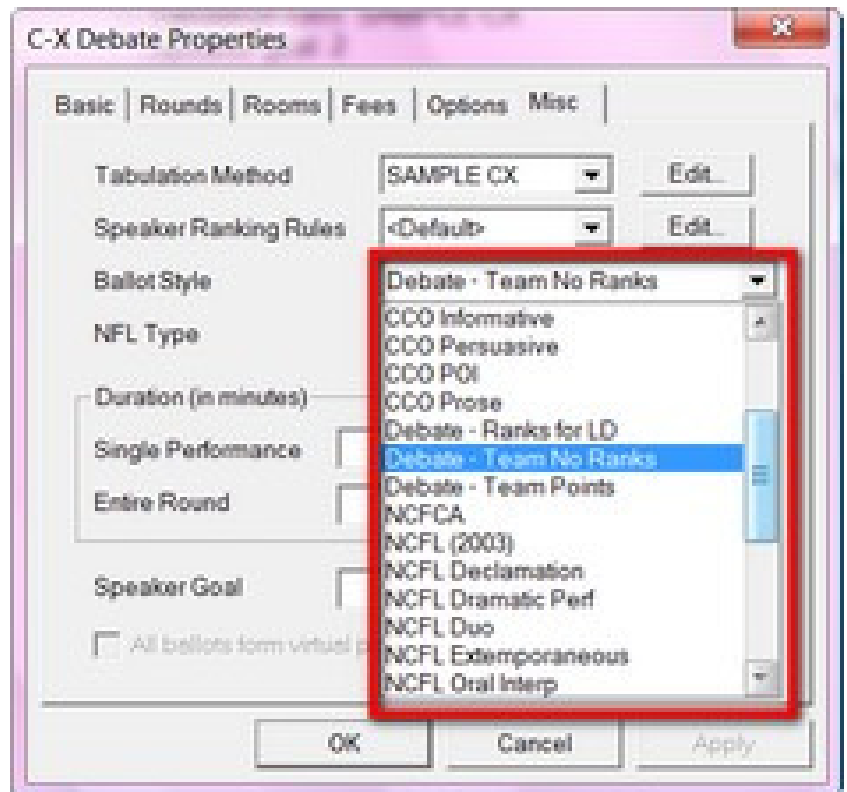
- FOR TEAM DEBATE EVENTS: OPTION B:
  TEAM NO RANKS: When you enter
  scores using the "Debate – Team No
  Ranks" option, your screen will only ask
  you to enter points for each team
  member. Your dialog will look like this:

OPTION C: DEBATE - TEAM POINTS: When entering scores, if you want the option to enter **ONLY** points for each team, you will choose the option "Debate - Team Points".

- FOR TEAM DEBATE EVENS: OPTION C: TEAM POINTS: When you enter scores using the "Debate - Team Points" option, your screen will only ask you to enter points for each team. Your screen will look like this:
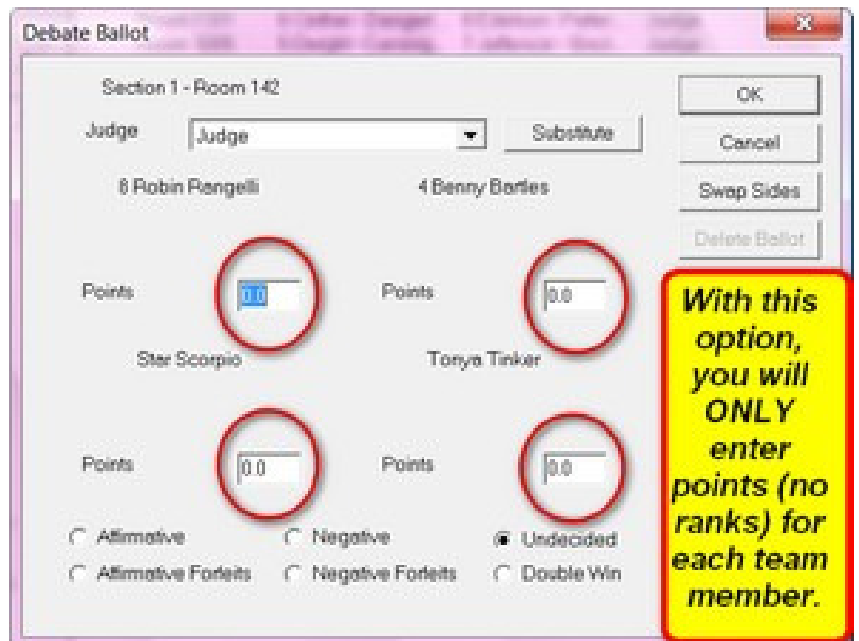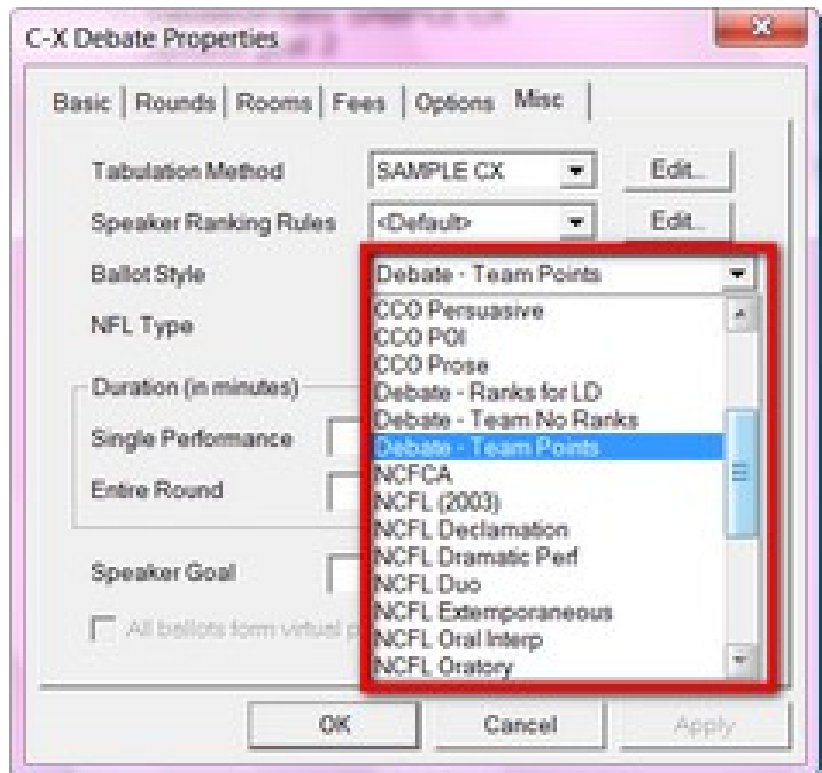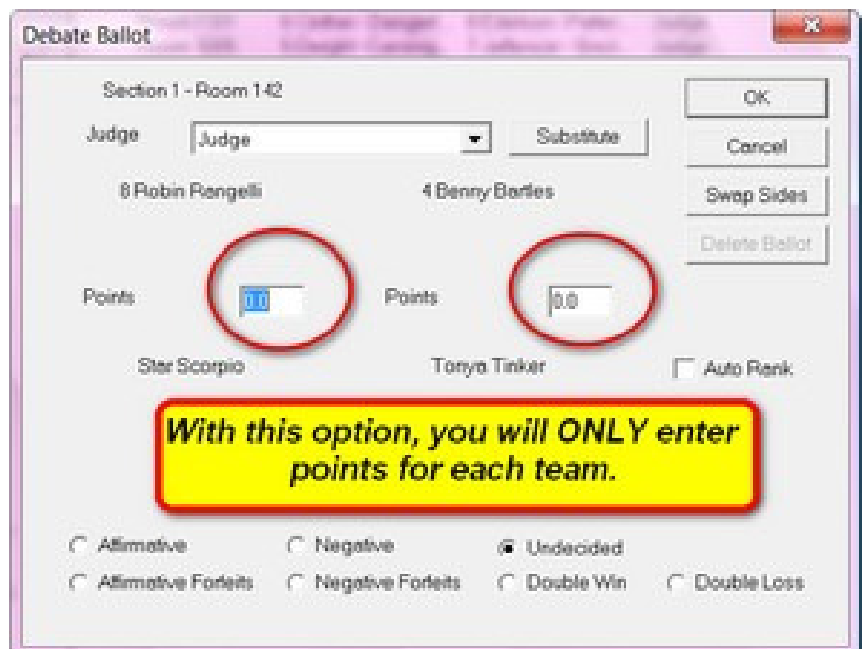
• **NFL TYPE** – OPTIONAL; used to calculate NFL points for students. For debate events, select "Debate" which awards 6 points for a Win, and 3 points for a Loss. For original speech events (Extemporaneous, Oratory), select "Original" which awards 6-5-4-3-2-1 points for ranks of 1-2-3-4-5-6, respectively. For interp events, select "interpretation" to award 5-4-3-2-1 points for ranks of 1-2-3-4-5, respectively.

OTHER MISC. OPTIONS - *Speaker Points* - If you wish for the computer to keep you within certain limits for the speaker points for this event, then enter the minimum and maximum amount of points a speaker may receive for any round (example: your speaker point range may fall between 80 and 100 points).

• APPLY - When you are finished configuring your event, click on **OK**.

Setup the Rounds/Schedule and Copy the Schedule to Other Events

- **Set Up the Rounds and Schedule -** This is where you will set up your time schedule. To enter the schedule information, select one of the events from the navigation tree. Right click and select the option labeled **Rounds**.
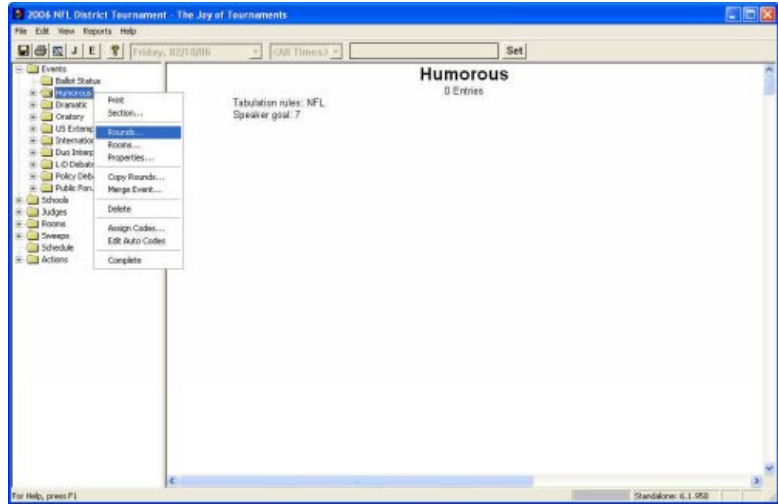
  NOTE: You can always edit the schedule later.

- The following dialog should appear:

- At the top of the page is a list of the available (or *possible*) rounds for an event. The bottom of the dialog lists the rounds that have actually been scheduled for the event. The "schedule" at the bottom will initially appear blank.

- The rounds for each event are independent, that is, Round 1 of C-X Debate may run at 8:00am while Round 1 of Humorous may run at 10:30am. When determining if two rounds actually occur at the same time, the program compares actual dates and times internally.
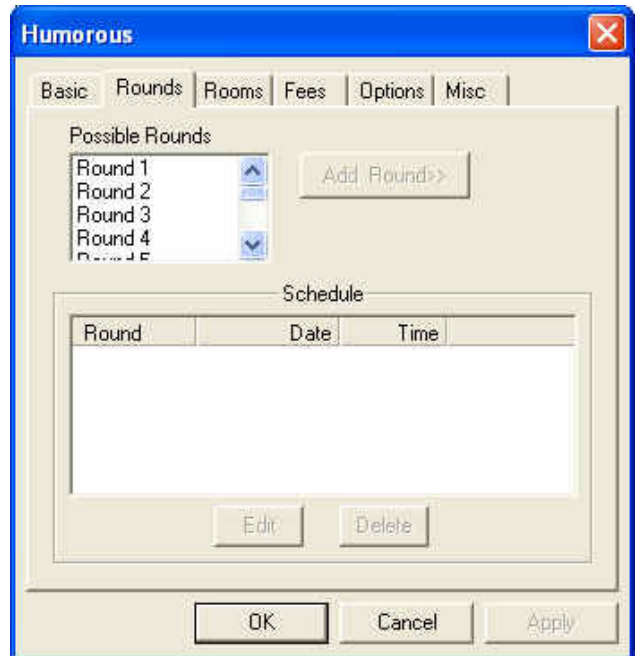
- The process of entering a schedule for an event takes place in two steps. The first step is to select the list of rounds that will be offered in the event (e.g. Round 1, Round 2, Round 3, etc.). The next step is to indicate when each of the rounds will occur (e.g. Round 1 is at 8:00am, Round 2 is at 10:30am, etc.). To begin this process, select (left click and highlight) a round from the possible rounds list at the top of the dialog. When you select one of the rounds, the Add Round >> button will become active.
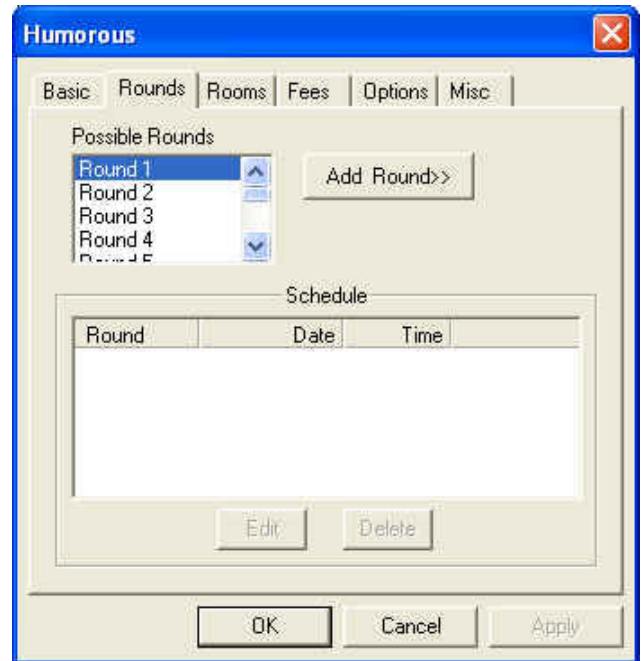
- Click the **Add Round >>** button to move the selected round down to the schedule at the bottom of the dialog.
- Repeat this process for each round that you are ready to schedule. In this example, we'll assume that you are only ready to schedule the first 3 rounds of the event.
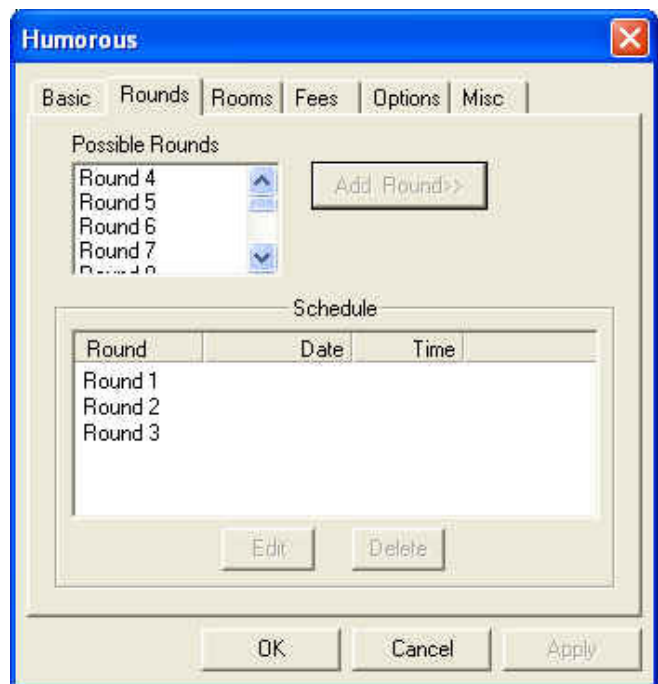
- Now that you have the various rounds in the "schedule", you can list the specific times for each of the rounds. Select round 1 (left click and highlight the round) in the schedule area at the bottom of the dialog.
- Click the **Edit** button that will become active once you have selected a round in the "schedule".
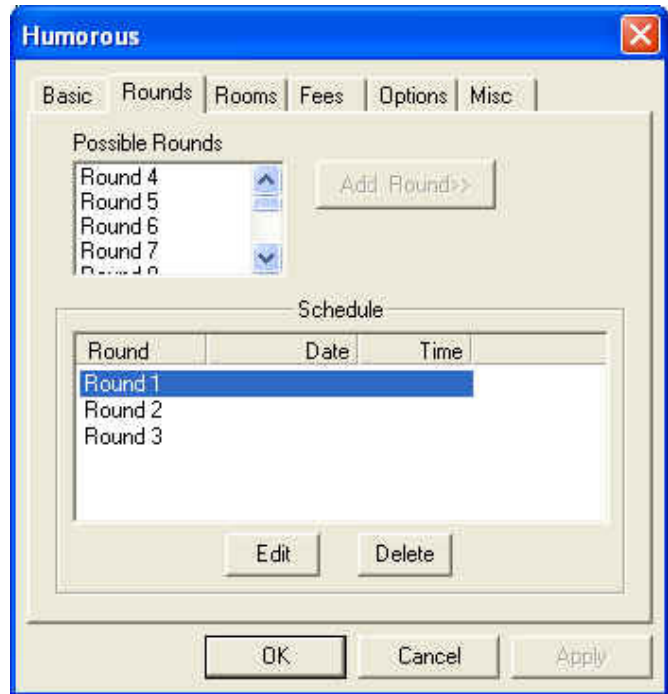
- A dialog similar to the following should appear. (NOTE: this dialog changes in appearance slightly based on some of the characteristics that you have selected about the event you are working with. For example, if you select Round 1 of a debate event, the option to flip for sides will not be grayed out.).
- Select the correct DATE and TIME for Round 1 of the event. Press **OK**.

- Next, you should select Round 2 of the event in the "schedule" area.
- Use the **Edit** button to change the date and time for Round 2. Repeat this process for each round that you are prepared to schedule.
- Once you have provided the dates/times for each of the rounds you want to schedule, press the OK button.

- When you return to the summary page for the event you have been working on, you should review the schedule you have entered. Make sure that the DAY of each round is correct (e.g. Friday for the first 3 rounds; Saturday for the rest). Make sure that the times are listed correctly. If you have any problems with the schedule, you may return to the "Rounds" dialog (right click on the event and select "Rounds") again to edit the dates and times until the summary page appears correctly.
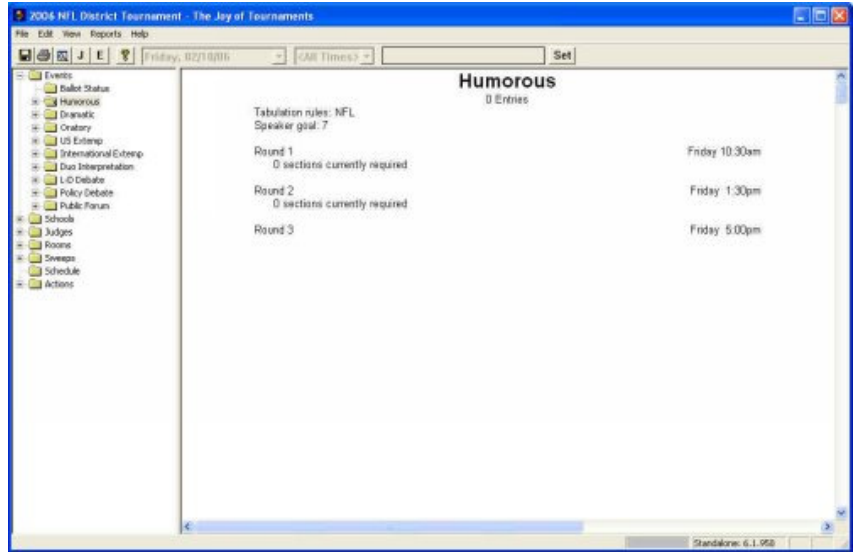
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- **Copy the Schedule/Rounds to Other Events –** Since it is common that several events will run with a common schedule, there is an option which will allow you to copy the schedule information from one event to another.

- Right click on the event and select **Copy Rounds** from the dropdown menu.
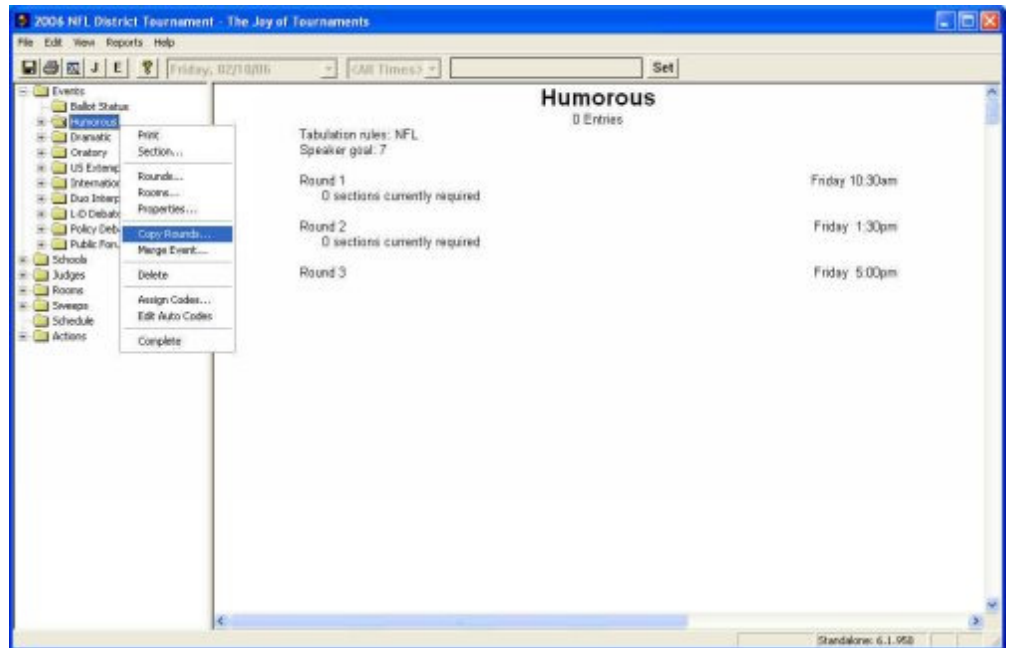
- Select the events that have the **same** schedule from the list of events that appear and then press **OK** to copy the schedule.

Setup, Assign and Copy Rooms

- **Set Up Rooms -** There are two steps to entering rooms. The first step is to provide a list of the rooms that are available for use during the tournament (essentially an inventory of rooms). The second step is to assign the rooms to specific rounds and events.

  - ✓ **STEP 1 – Enter Rooms**: To enter the inventory of available rooms, go to the navigation tree and select the item labeled Rooms.

  - ✓ Right-click and select the option labeled **Add**.
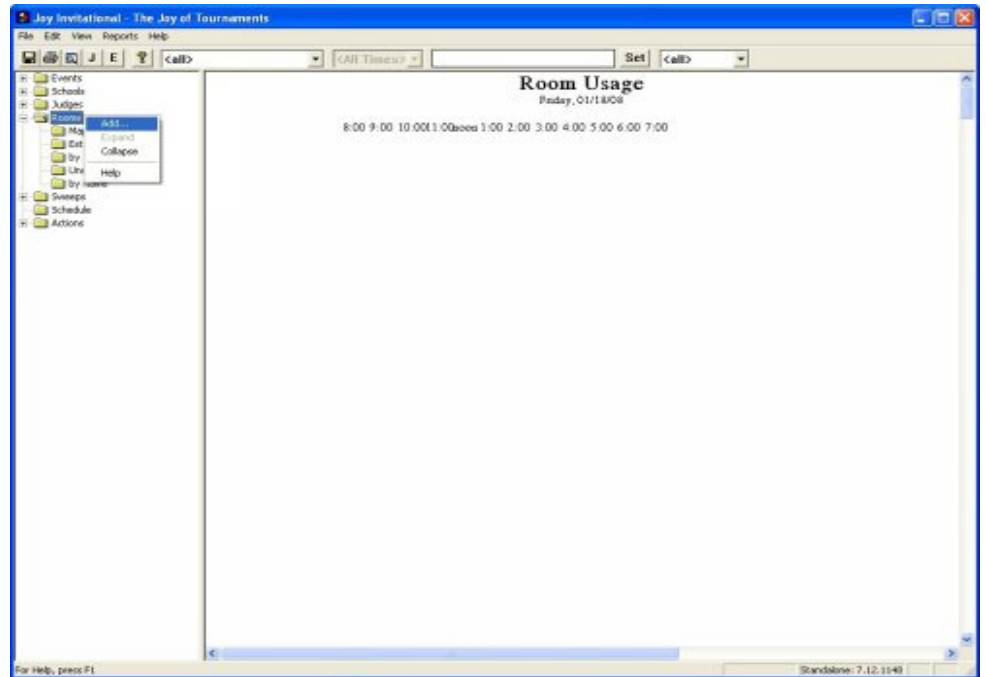
✓ The following **Edit Room** dialog should appear:

✓ The only field that is required on this screen is the **name** of the room. The name of the room should be listed the way you want the room to appear on postings when this room is assigned. Examples: Room 10, ZACH 304, JH 102. The names should be relatively short (12 - 15 characters), although you may use anything you want. If you use longer names for the rooms, there are some reports which will not be able to display the full room name.

✓ **The remaining fields on this screen are all optional**. The "times" field will assume that a room is always available unless you specifically tell the software otherwise. In most cases, the majority of the rooms are always available, so this means that simply entering the name of the room is enough.

✓ Additional information about the fields on this screen is available in the **Help** pages inside the tabulation software.

✓ As you enter the rooms that are available, the "Room Usage" report will be updated to reflect each room you have entered. Continue entering rooms until you have your room list entered. If you leave a room off, you may always come back later and add it, but entering the room inventory early is a good idea.

✓ Should you need to make a correction to a room (correct spelling, change the times the room is available, add notes, etc.), you may do so by moving your mouse over the name of the room in the right-hand window (where the Room Usage report appears). As you move your mouse over the name of the room, the room name will turn blue. When the room turns blue, right-click and select properties from the menu.

✓ **STEP 2 Assign Rooms**: After you have completed the room inventory list, you may begin assigning rooms to specific rounds and events. To do this, go to the **events** folder on the navigation tree and find an appropriate event. Right-click and select the option labeled **Rooms**.
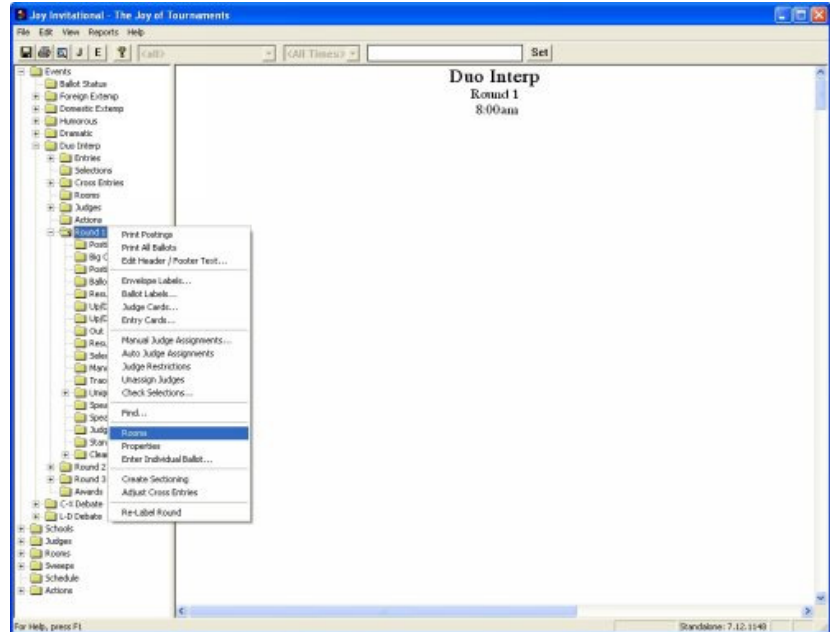
✓ A dialog box for the event will appear. At the top of the dialog next to the **Round** is a drop-down list of the rounds you have scheduled for the event. Select the appropriate round from the list.

✓ A list of the rooms that are **available** during the time frame you have indicated for the specific round of the event will appear on the left-hand side of the dialog (under the heading of "rooms"). A room is *available* if no other event is scheduled to use the room at the time specified for this round and the room has not be indicated as unavailable at that time.

✓ **NOTE**: At the bottom of the dialog there are three radio buttons. One is labeled **All**, one is labeled, **Available,** and the other is labeled **Used in this Event**. Initially, the radio button labeled **Available** will be selected. When the **Available** option is selected, the left-hand list will only contain the rooms which are not in use at the same time as the round you have selected at the top of the dialog. If you select the **All** option, the left-hand list will show all rooms from the inventory of rooms regardless of availability. It should only occasionally be necessary to switch over to the **All** option. The **Used in this Event** button shows rooms that were previously used or scheduled for this event earlier in the tournament.
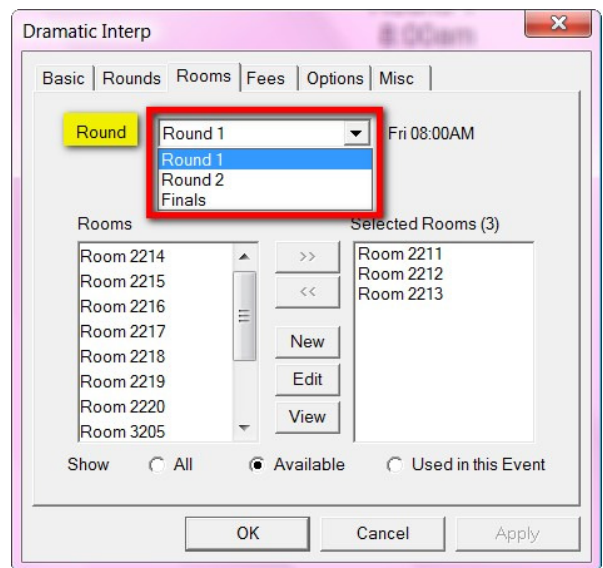
✓ The rooms that appear in the left-hand list of rooms are color coded to provide you with additional information about the rooms. The color codes are as follows:

Foreground/Background	Meaning
Red / White	Unavailable (not marked as available for this TIME)
Blue / White	Scheduled in this event for another round (but still available for use)
BOLD Blue / White	Room is currently only being used by this event and is available for use
White / Ice Blue	Available, but has been scheduled for another round ending within 30 minutes of the start time of this round
Black / Yellow	Available, but has been scheduled for another round ending within 60 minutes of the start time of this round.
Purple / White	Room is "busy" (already in use at this TIME)
White / Black	Room has not been marked for this type of round (e.g. not marked as an ELIM room and you are assigning rooms to semi-finals)
BOLD Black / White	Room is not currently assigned and is available
White / Red	Room has been marked as UNAVAILABLE

The right-hand side of the dialog will display each of the rooms that you have selected for use during the selected round. To move a room from the list on the left-hand side of "available" rooms to the right-hand side of "selected" rooms, there are two options:

a) Select the room on the left with the mouse. When the room has been highlighted, press the **>>** button in the center of the dialog. Multiple rooms may be moved together using this method.
b) Double-click on a room in the left-hand list of rooms.
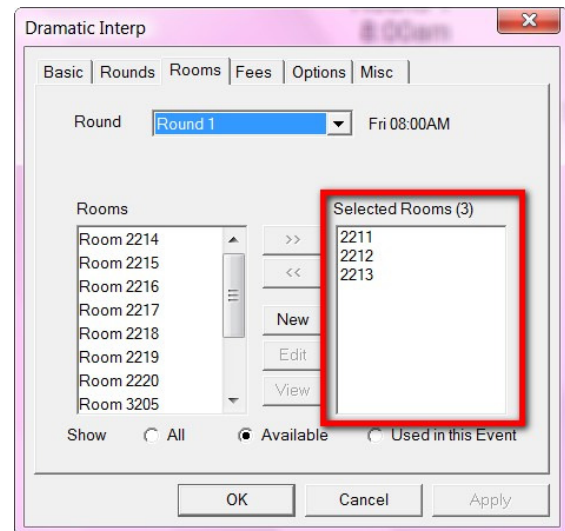
✓ To remove a room that has been selected for use (in the right-hand list of rooms), there are two options:

    a) Select the room on the right with the mouse. When the room has been highlighted, press the **<<** button in the center of the dialog. Multiple rooms may be moved together using this method.

    b) Double-click on a room in the right-hand list of rooms.
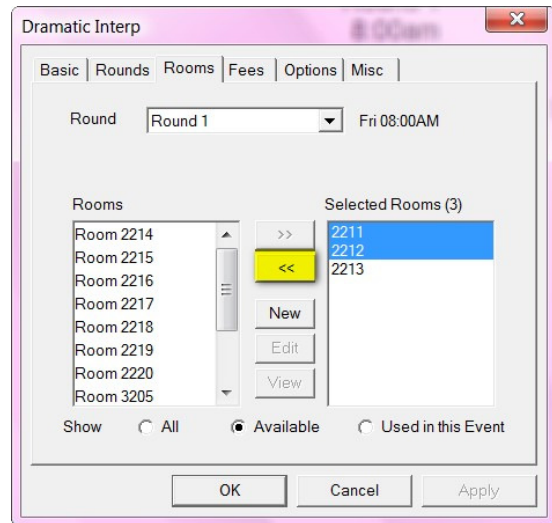
✓ Continue the process of moving rooms from one list to the other until the appropriate list of rooms has been specified for the round. The rooms that appear on the right-hand side of the dialog are the rooms that are actually assigned to the event.

✓ Repeat this process for each round of the event

✓ **NOTE:** If you wish to double-check the room assignments for an event, you can easily return to this dialog by opening the event on the navigation tree and click on the **Round** then click on **Rooms.**

✓ Once you have paired a debate event or sectioned an IE event, you can verify that rooms have been assigned. To do this, click on the event on the navigation tree on the left side. Then click on the **Round** and view the rooms that have been assigned to each section of the event.
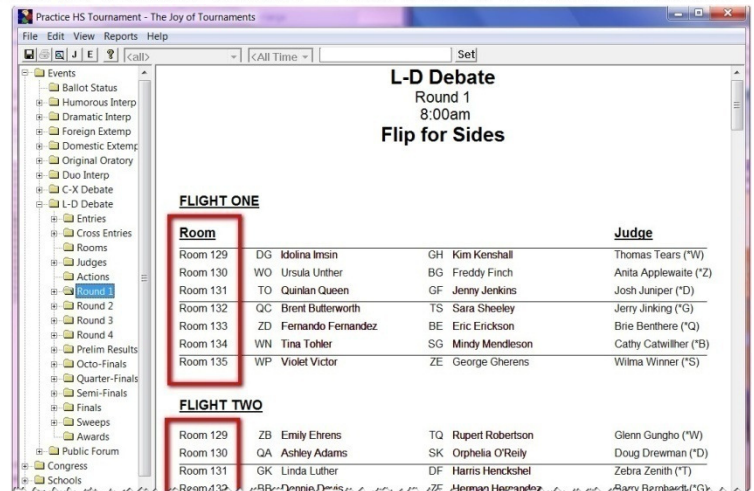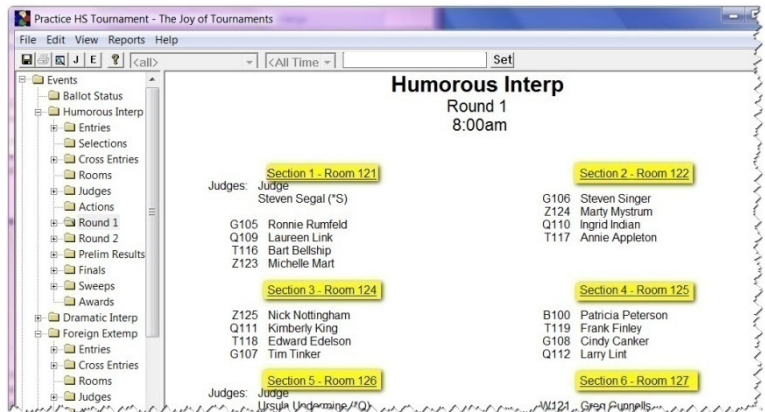
The pictures show two views: a screen when verifying assigned rooms for an individual round and a screen when verifying assigned rooms for a debate round

- ✓ After making room assignments, you can then return to the *Room Usage* view to visually review the assignments. You can quickly see which rooms are in use and which rooms are still available during different periods of time.
- ✓ If a room has been over-scheduled during one of the time periods it is in use, the bar representing that time period will be red.
- ✓ The bar for a room will also appear in red if the room has been marked as **Don't Use**. If a room is marked **Don't Use**, the room's name will also be red.)
- ✓ You can view the assignments for a specific room by pausing over the room's name with the mouse. When you hover over the room, a tip will appear listing each of the assignments for the room. This example shows the assignments for **Room 142** where a red bar is indicating a conflict. When viewing the assignments you will see that at 8:00am a round of C-X Debate has been inadvertently assigned to the same room at the same time the Foreign Extemp round is scheduled there.
- ✓ To easily substitute or reassign this room, right-click on the **Room** (on the right-hand side) and click on **Assignments**
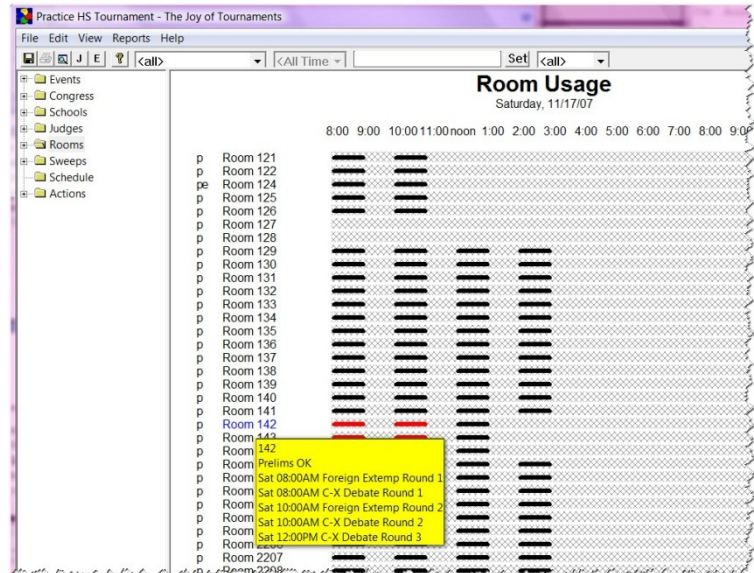
- ✓ When the **Room Assignments** box appears, click on the specific assignment you wish to change. The options on the right will become active. Select **Substitute.**
- ✓ **NOTE:** If you wish to remove or move all of the assignments to this room, you may select those options as well.
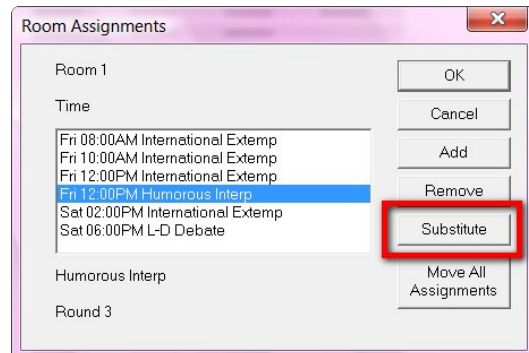
✓ When the **Room Substitution** box appears, select the appropriate room and select **OK.**

✓ The **Room Assignments** box will reappear. Verify that the event disappeared and click **OK** again.
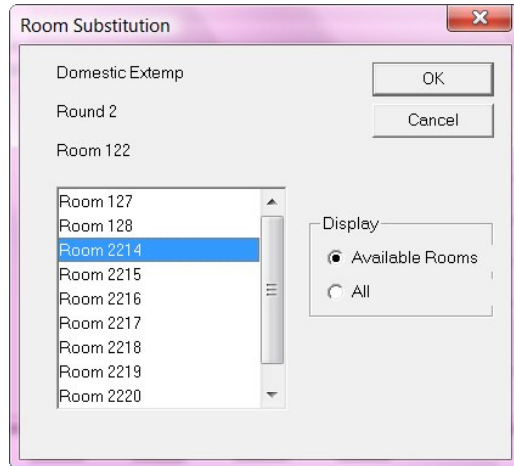
✓ On the **Room Usage** page, the red bar for the room you were editing will have disappeared.

✓ **NOTE:** You may also filter this **Room Usage** page to view only certain days of your tournament. For example, if you are running a two-day (Friday & Saturday) tournament and you only want to view the Saturday Rooms, you may do so.

✓ Click on the **drop-down arrow** at the top of the page (just to the left of the "Time" option. The dates of your tournament will appear. Select the date you wish to view and the **Room Usage** view on the right-hand side will change to reflect your requested date.
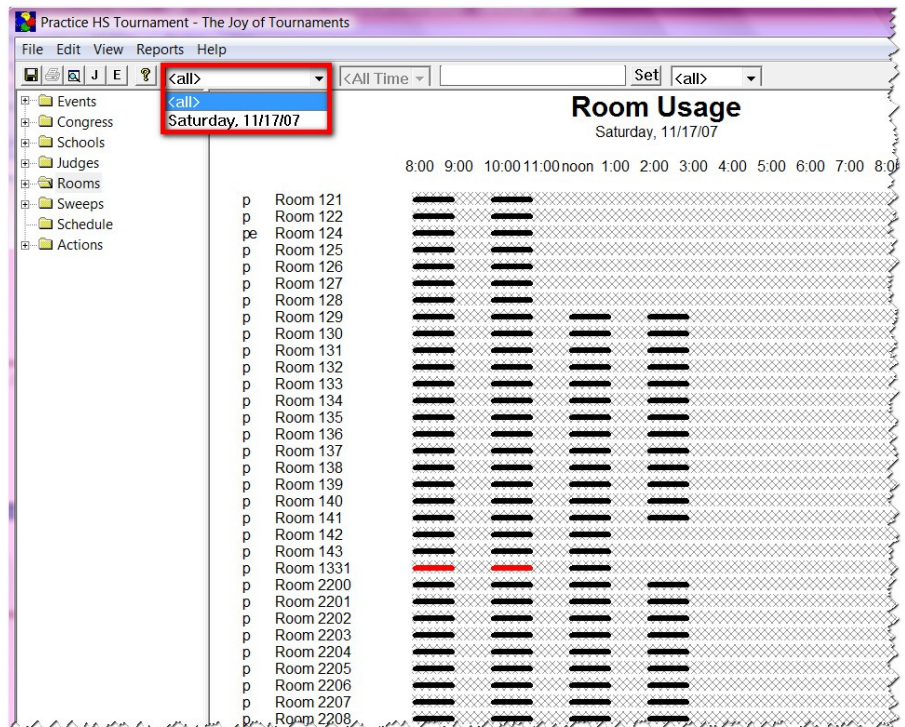
✓ Another option for viewing room assignments is to use the room **Grid.** To view this grid, select the folder labeled **Grid** underneath the main **Rooms** folder.

✓ **NOTE:** This feature may also be filtered to view only certain days of your tournament. For example, if you are running a two-day (Friday & Saturday) tournament and you only want to view the Saturday Rooms, you may do so. Click on the **drop-down arrow** at the top of the page (just to the left of the "Time" option. The dates of your tournament will appear. Select the date you wish to view and the **Room Usage** view on the right-hand side will change to reflect your requested date.

Add or Edit Schools

- **View Schools** - From the navigation tree on the left, select **Schools.** For a new tournament, the list of participating schools will initially appear as a blank list on the right side under **Participating Schools**. After an import, you should see the list of schools and the coach name on the screen to the right.
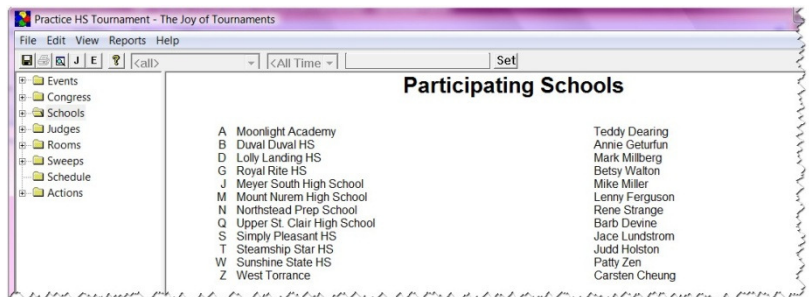
- **Add Schools** – On the navigation tree on the left, right-click on **Schools** and select the option labeled **Add** from the menu. Selecting this option will bring up the Edit School dialog.
- There are only two fields on this dialog that are required: *Code* and *Name*. The remaining fields are all optional.
- Using this dialog, you may enter the appropriate information for each school. *Be sure to press* the button labeled **Enter.** This will store the information you have entered for the current school and clear the dialog for entry of the next school. When you have finished with the dialog, press the button labeled **Close**.

Field	Description
Code	A short code that will be displayed to represent the school on all reports. It can be numeric, alphabetic, or anything else you want; however, the code you choose should be short – typically 1 or 2 characters.
Name	The actual name of the school or squad. Typical values are *Friona*, *Friona High School*, *Texas A&M University*, *Amarillo High Gold Squad*, etc. This is a descriptive name of the team. Result pages generally display the name of the school.
Coach	The name of the (primary) coach or sponsor for the school.
Addr 1	First address line.
Addr 2	Second address line.
City	City that the school represents.
State	State
Zip	Zip Code
Phone	Phone number of the school.
Fax	Fax number of the school.
Home Phone	Coach's home phone number.
Email	Coach's email address.
Notes	A text field that allows you to keep short notes about the school. This field does not appear on any reports.
Has Arrived	Used to mark a school as arrived. The arrival status may be tracked during registration allowing you to know which schools have/have not checked in.
Squad Count	Number of competitors from this school. This number is used in the calculation of squad efficiency. If you leave this number blank, the application will automatically calculate this number. If you supply a number here, the number you supply will over-ride the automatic calculation.
Trophy Points	This option is only available for NFL District Style tournaments. Record the trophy points retained from previous district competition in this field.
Additional Coaches	A list of additional coaches for the school. Use the Add and Remove buttons to edit the names on this list.
Affiliated Judges	A list of judges that have been coded as affiliated with the school. Used primarily to determine if a school has provided sufficient judges.

Add or Edit Entries

- There are multiple ways to enter competitors in the software. The easiest way by far is to let the website handle it for you. If you choose not to use the website for registration, here is the recommended process for manually typing in the entries.

- Go to one of the events on the navigation tree (it really doesn't matter which one you select). Open up the **Events** folder to reveal the "entries" folder beneath it. Right-click and select **edit** from the context menu.
- Alternatively, you can press the "E" button on the toolbar
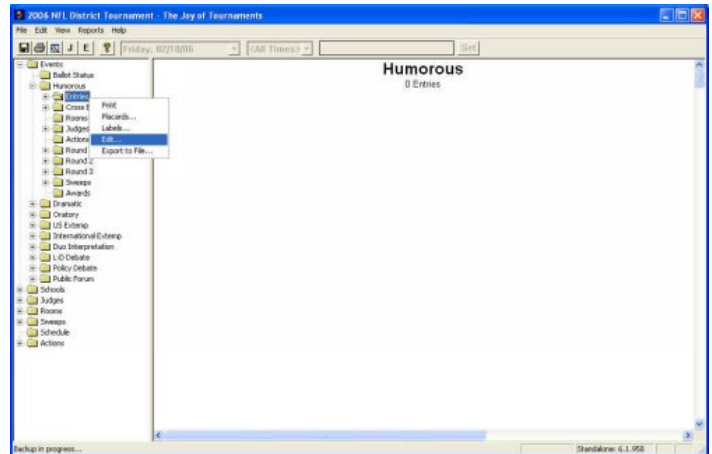
- From the **School** dropdown menu, select the appropriate school from the list. (If the school is missing, you may use the "New School" button to add the school.)
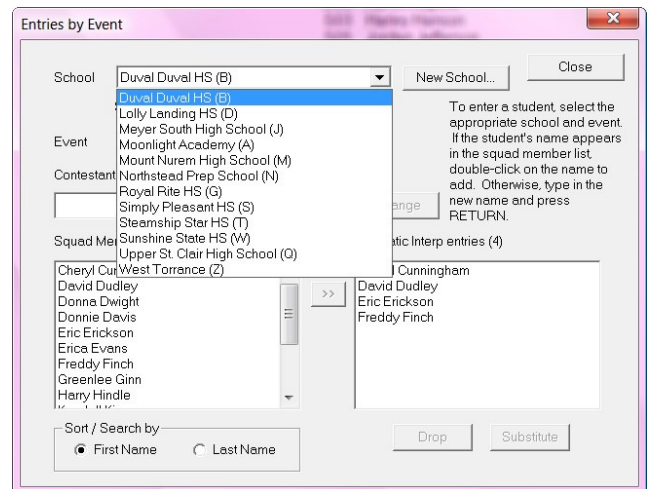
- From the **Event** dropdown, select the appropriate event from the list.

- Type in the name of the contestant in the field labeled "Contestant Name".

Press the **Enter** key on the keyboard (some keyboards label the key "return"). This will cause the student's name to appear in both the "Squad Members" box on the left-hand side and in the right-hand box labeled "Foreign Extemp entries" (or whatever event is selected).

- Continue with this process to enter each of the students from the School/Event combination you have selected. You may change to a different event and/or a different school as you process additional entries.
- The "Squad Members" list will include all of the students from the selected school that are entered in any event.
- The "entries" list in the bottom right-hand box will list just the students from that school that are entered in the selected event.

Add or Edit Judges

- Sometimes you may need to add extra, hired or volunteer judges to the tournament; you may do so by right-clicking on the **Judges** option on the navigation tree on the left and selecting **Add.**
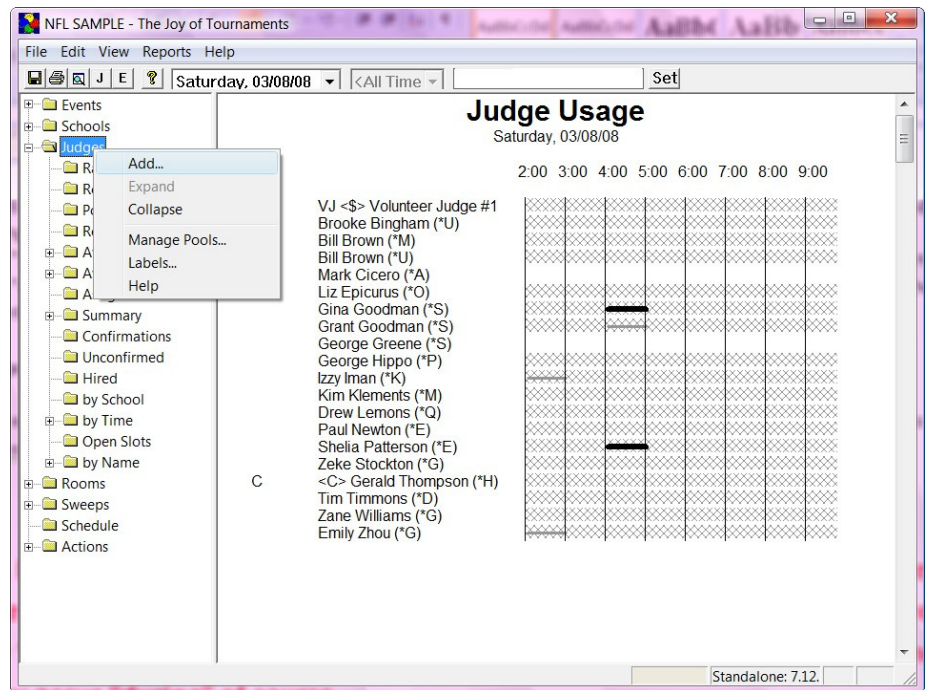
- The **Edit Judge** dialog will appear. While this dialog has numerous options, the only field that is required is the judge's name. All of the other fields reflect additional information that you may use to assist you in the process of contacting, recording, and assigning judges.

  Additional flags may appear on the bottom of this dialog if you are using user-defined judge flags (these flags were set up in the initial website preparation process). User-defined flags will appear following the 'Stop Using' flag.

| Field	Description
Name	The name of the judge. This is the only required field for defining a judge. Each judge must have a unique name. This name will be displayed on ballots and postings where judge information is provided. Typically you will want to provide full names, as in *John Brown*, and *Julie Smith*, but you may use whatever names you desire (for example, last name only).
Code	The judge code. Options exist in various places to display a judge code instead of the judge name. If you want to use those features, you must provide a code for each judge. The code can be anything you want it to be. It is recommended that you use a short code (3-4 characters).
School	This field allows you to record a school affiliation for the judge. By recording the affiliation, you are automatically recording a judge restriction; they will not be scheduled to judge competitors from the affiliated school. Additional restrictions may be coded for the judge. The affiliation field is used to record the primary affiliation. If you are requiring that judges be provided by each school, use this field to record the school that receives the *credit* for providing the judge.
Region	Use this field to indicate the region the judge represents. If you are attempting to balance judges by region, the software will use this field.
District	Use this field to indicate the district that the judge represents. If you are attempting to balance judges by district, the software will use this field.
Note	This field provides a customized note for each judge. The note will appear on assignment sheets given to the judge. You may provide personalization to your assignments using this field. Examples: *Hey Joe, stop by the tab room – I have a trophy for you from last week's tournament*, or *Thanks for judging Mary*.
Phone	Primary phone number to use to reach the judge.
Work Phone	Work phone number of the judge.
Cell Phone	Cell phone number of the judge.
Pager	Judge's pager number.
Email	Use this field to record an email address that may be used to reach the judge.
Events	The events this individual may actually judge. Initially, the **Any Event** check box will be checked indicating that the judge may be scheduled in any event. If so, the list of events will be disabled. If **Any Event** is unchecked, then the events highlighted in this list represent the events for which the judge may be scheduled. Select multiple events by pressing the CTRL key as you select events with the mouse.
Any Event	If checked, indicates that the judge may be assigned to any event for judging.
Date / From / To	Use these three fields to indicate when a judge has indicated they will be available. You may then press the button labeled **Add >>** to move the availability into the list of times the judge is available (labeled Availabilities). You may remove an availability by highlighting the time in the list and pressing the button labeled **Remove**.
Unavailable	Use this checkbox to indicate that a judge is not available for any judging slots.
# Rounds	Maximum number of rounds for which the judge should be scheduled. This box will be disabled if the **As Needed** box is checked. The application will honor this limit when instructed to do so. You may over-ride the limit by making assignments manually or requesting that the limits be ignored when automatically assigning judges.
As Needed	Indicates that the judge may be used for as many rounds as needed. In other words, this indicates that there is no maximum number of rounds allowed for the judge.
Normal / Light / Medium / Heavy	If you have indicated that the judge be used *As Needed*, this field provides an additional level of priority for using the judge. Light indicates that the judge should be used as few times as possible; Heavy means as many times as possible. Medium indicates the judge should be used slightly more than Normal, but not excessively. Normal is the default.
Obligation	Use this field to record the number of rounds the judge is obligated to judge.

Field	Description
Base Priority	Judges are assigned based on a priority system. Judges normally start out with a priority of zero. If you want to favor this judge for assignments (that is, place them in more rounds), assign a base priority for the judge greater than zero. The priority scale by default runs from zero to approximately 100. Higher numbers result in more assignments; lower numbers result in fewer assignments. You may also assign a negative number to reduce the likelihood of assignments for the judge. The actual judge that is assigned to each slot is based on a number of things. When all other considerations are equal, the software assigns the slot to the judge with the highest priority.
Rating	Use this field to rate the judge. Ratings are based on a scale from A to E. A represents the best rating.
Private Note	Use this field to keep a private note. This note will only appear on this dialog. You may keep notes here that you would not necessarily want the individual to see. For example, *Avoid interp events*, *Argumentative*. Caution is advised not to over use this field.
Confirmed	This field may be used to track judge confirmations. After receiving a confirmation for the judge, check this box. If you choose, confirmed judges may receive a different priority for judge assignments than unconfirmed judges.
Checked In	You may use this field to track which judges have *Checked In* or that you know are present at the tournament. When assigning judges, this can be used to alter priority for assignments.
No Show	This field may be used to indicate that the judge is a *No Show*.
Hired	Use this field to indicate that a judge is hired. Extra options exist within the software for hired judges to assist in payment.
Don't Use	When this field is checked, the software will mark the judge as being completely unavailable. The software will not assign judges with this attribute set. Additionally, you will be warned if you attempt to assign a judge that has been marked *Don't Use*. Use this field primarily to indicate that a judge previously thought available has become unavailable for use.
Coach	This field allows you to mark the judges that are coaches. You may use this field to alter the priority of assigning coaches as judges.
Prelims	If checked, indicates that the judge may be used in Preliminary rounds. If unchecked, the judge will not be assigned to preliminary rounds of competition.
Elims	If checked, indicates that the judge may be used in Elimination rounds. If unchecked, the judge will not be assigned to elimination rounds.
Stop Using	When this field is checked, the software will stop assigning the judge for additional rounds. Any existing assignments will be retained, but the software will not automatically add any assignments to the judge. Additionally, you will be warned if you attempt to assign the judge after marking them with the 'Stop Using' flag.

Assign School Codes

- There are many methods for assigning school codes, so read through these options VERY carefully. Be sure you know which code style you wish to use <u>BEFORE</u> beginning to assign codes.

  - ✓ **OPTION A:** You may have the software assign codes to the schools by right-clicking on the "schools" folder on the left-hand navigation tree and selecting the "assign school codes" option.
  - ✓ When the dialog box appears, choose one of the "Letters" or "Numeric" options.
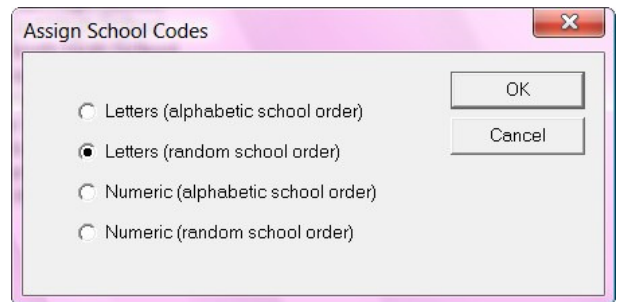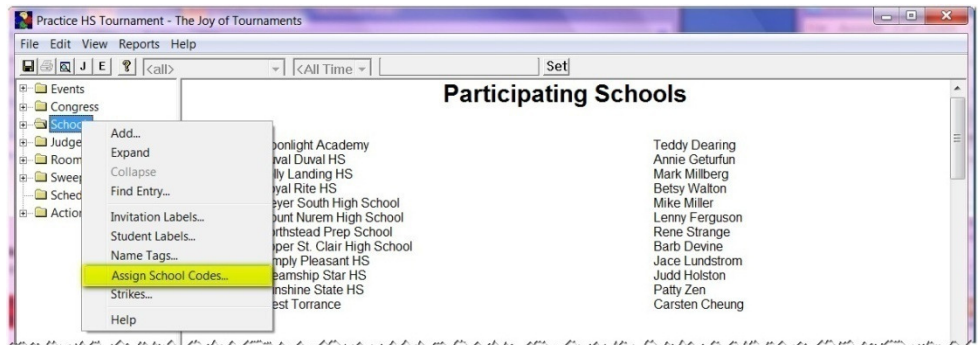
  - ✓ **OPTION B:** If you assign codes by hand as you as you receive entries, you can hand-enter a specific code for each school.
  - ✓ To do this, select the "schools" folder on the navigation tree.
  - ✓ Move your mouse over a school name in the right-hand pane, the school will turn blue. When the school you want to change is blue, you may right-click and select **Properties** from the context menu that appears. The edit school dialog will appear.
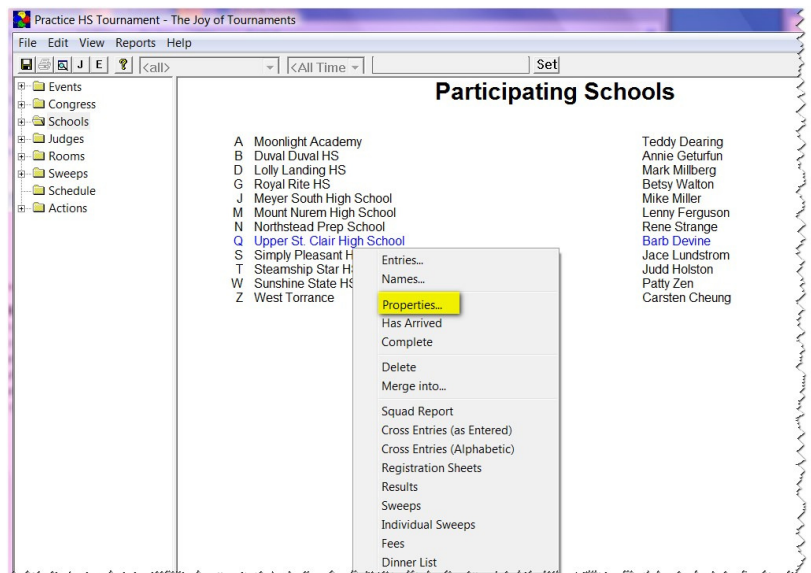
✓ The very first field on the dialog which is labeled **Code** is the code that the software will use for the entries from that school.   Enter the code that you assigned to the school into this field.

Edit School

Code   C   Name   Westfield High School   Enter   Close

Coach	Phone (s)
Addr 1	Phone (h)
Addr 2	Cell
City	Fax
State Zip	Email
	Alt Email

Notes

Division   ☐ Has Arrived   ☐ TFA Member
District   Squad Count
Region   Trophy Points

Additional Coaches   Affiliated Judges

Add
Remove

Assign Student Codes

- Once you have the appropriate codes assigned to each school, you may then assign codes to each individual competitor.
- From the **File** menu, select **Assign Codes.**

- The following dialog will appear.
- Choose the option that best suits your tournament style.
- The **Code+Letter** option will assign the student the school code (previously assigned by you) and a letter (i.e., 1A, 1B, 1C, 1D).
- The **Code+Number** option will assign the student the school code (previously assigned by you) and a number. (i.e., A1, A2, A3, A4).
- The **Code+Initials** option will assign the student the school code (previously assigned by you) and the student's initials (i.e., 1JB, 1LM, 1CJ, 1RP).
- The **NFL (xe uses unique code)** will assign a student a code. A cross-entered student will have different codes for each event.
- The **NFL (xe uses 1 code)** option will assign a student code and the cross entered students will keep the same code for all events.
- The **Sequential Numeric Beginning with …** option will assign a sequential numeric code to each student. You will need to tell the computer what number to begin with by placing a number in the blank.
- **NOTE:** By checking the **Replace Existing** option the codes will replace any that have previously been assigned.
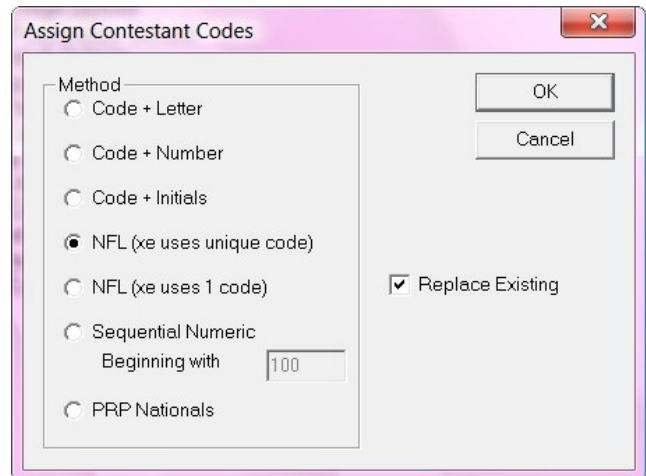
- Once you have assigned codes, you will probably want to view those codes for each school. This is done from the "schools" folder. Select a specific school's folder on the navigation tree and the students from that school will appear along with their codes in the right-hand pane.
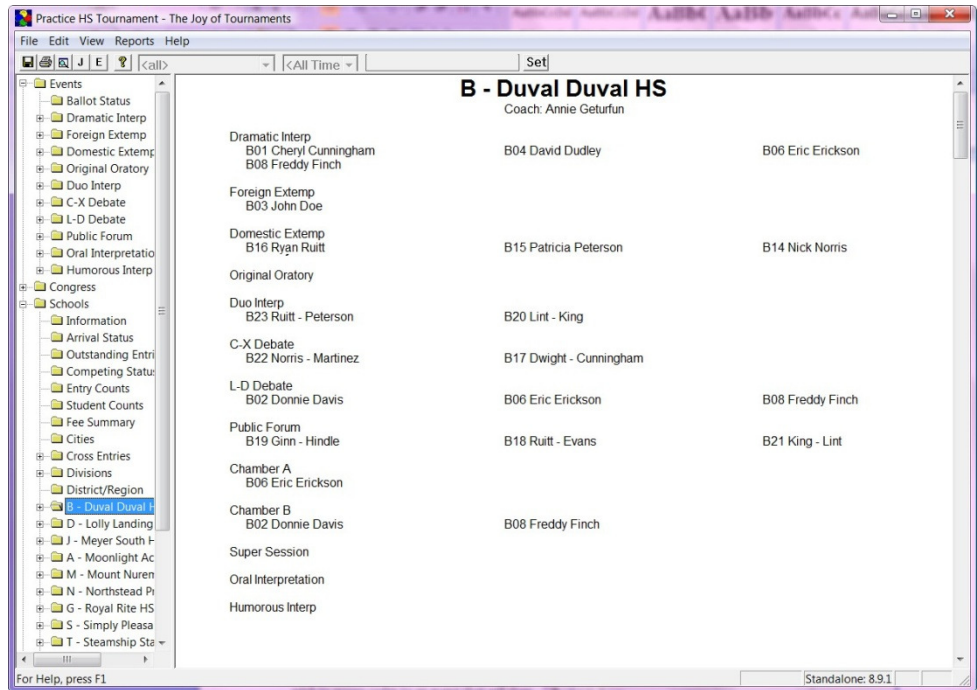
Assign Event Codes

- Sometimes you may wish to assign codes to an event that will then assign codes to the students.
- To do this, right-click on the name of the event and click on **Assign Codes.**
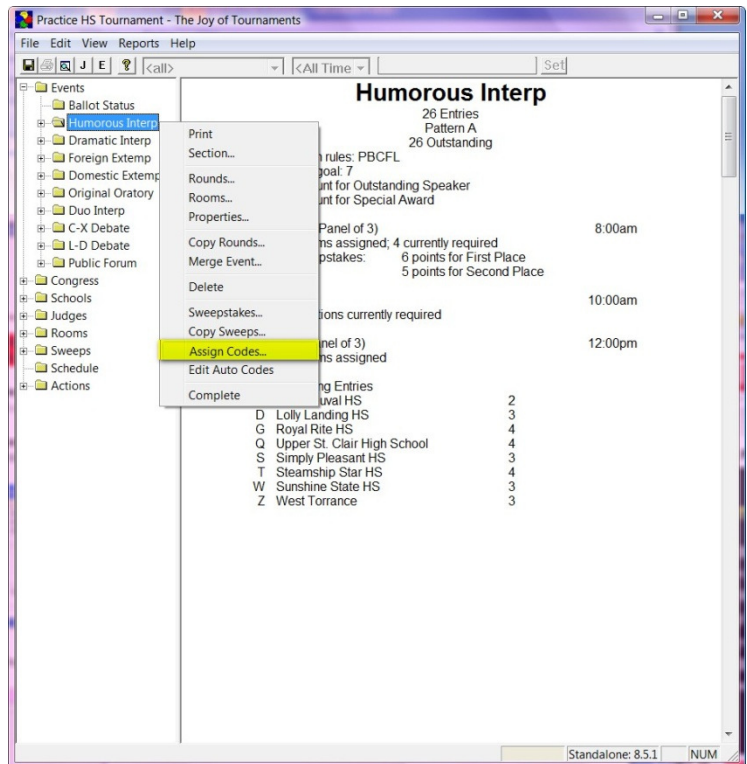
- When the "Assign Contestant Codes for Event" box comes up, you will have four different options.
- The **School Code + Number** option will assign the students a school code (that was previously assigned) as well as a number that is specific to the event. You will need to give the Event a 'beginning number' in the "Number beginning with" blank at the bottom.
- The **School Code + Event Code + Seq** – This code process is basically a "counter". Each student is assigned a number in "sequence" - 1 2 3 4 5, etc., so assuming that school codes were NUMERIC and the Event Code for Humorous was "H", you, might see codes similar to the following):
  - 1H1 - school 1 - Humorous - #1
  - 1H2 - school 1 - Humorous - #2
  - 1H3 - school 1 - Humorous - #3
  - 2H4 - school 1 - Humorous - #4
  - 3H5 - school 3 - Humorous - #5
  - 27H6 - school 27 - Humorous - #6
  - 32H7 - school 32 - Humorous - #7
  - 41H8 - school 41 - Humorous - #8
- The **School Code + Initials** option will assign the student a school code (that was previously assigned) as well as the student's initials.
- The **Event Code + Number** option will assign a code to the student that will show a combination of the event code and the number you assigned to them. You will need to give the event a specific code and you will need to assign a beginning number for the codes.
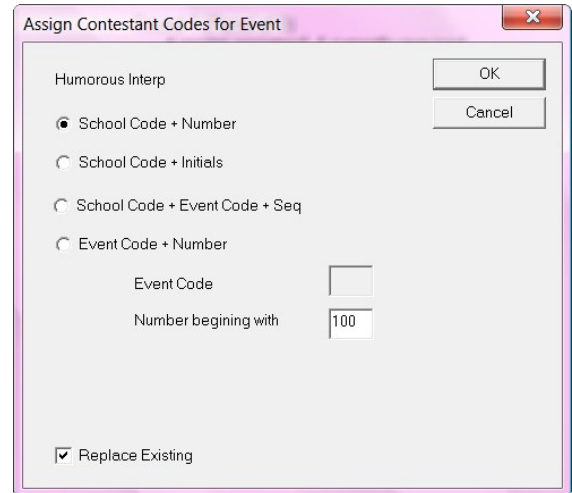
Assigning a specific code to a specific entry

- Some may wish to assign codes manually or change a code for some reason.
- To do this, open the event on the navigation tree and click on the **Entries** folder. On the right hand side, right-click on the name of one of the contestants. From the dropdown menu click on **Code,** and the "Entry Code" box will appear.
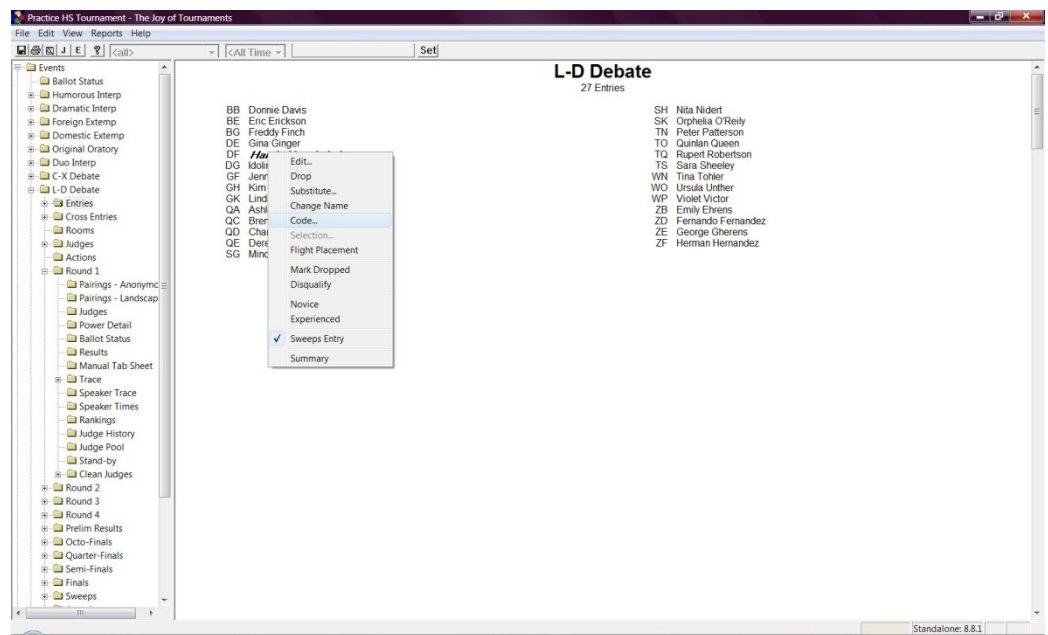
Joy of Tournaments Training Notes

- You will see an "Entry" blank and a "Name" blank. Keep in mind that the "entry" blank is a code FOR THAT SPECIFIC ENTRY (one slot in one event), and the "name" blank is a code FOR THAT SPECIFIC STUDENT (every slot that student occupies in any event).
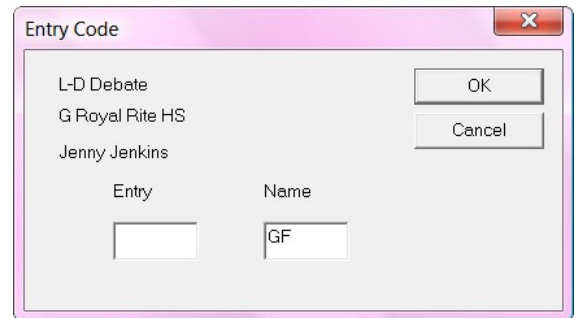- If the student is single entered, both boxes do the same thing.   If the student is double-entered, put a code in the "Name" box and the student will have that code IN BOTH EVENTS. If there is ANYTHING in the "entry" box, the information put in this box will OVER-RIDE anything that is in the "name" box - but just for that specific event.

Entry Code

L-D Debate
G Royal Rite HS
Jenny Jenkins

Entry   Name

      GF

OK Cancel

NOTE: If for some reason a mistake is made, and you need to clear out the old entry codes, you may do so. To do this, you will click on **File** and then on **Administration.** From there, you will select the option, **Remove All Entry Codes.** Repeat the process and then select, **Remove All Name Codes.** Keep in mind that this option will NOT remove school codes. To replace school codes, you will have to re-enter those by hand. Also, once you have deleted these codes, they will NEVER return. If you have posted codes already, they will not match. In other words, you can NOT undo this removal of codes.

Sweepstakes Set Up

- Entering sweepstakes Points - This section will cover the steps necessary for calculating sweepstakes points for a tournament. *The Joy of Tournaments* does most of the work automatically; all you have to do is indicate what points to award in the different events.
- This section will begin by discussing how to set up sweepstakes points for an event.
- The first step toward calculating sweepstakes points is to give *The Joy of Tournaments* the information necessary to do so. The points awarded for sweepstakes can be customized to fit most any scheme. The points awarded in each event are considered separately, so there is no requirement that the points be similar between events.
- To find the sweepstakes option for an event, look at the navigation tree on the left and then right click on one of the **events**, and then click on **Sweepstakes** from the drop-down menu.
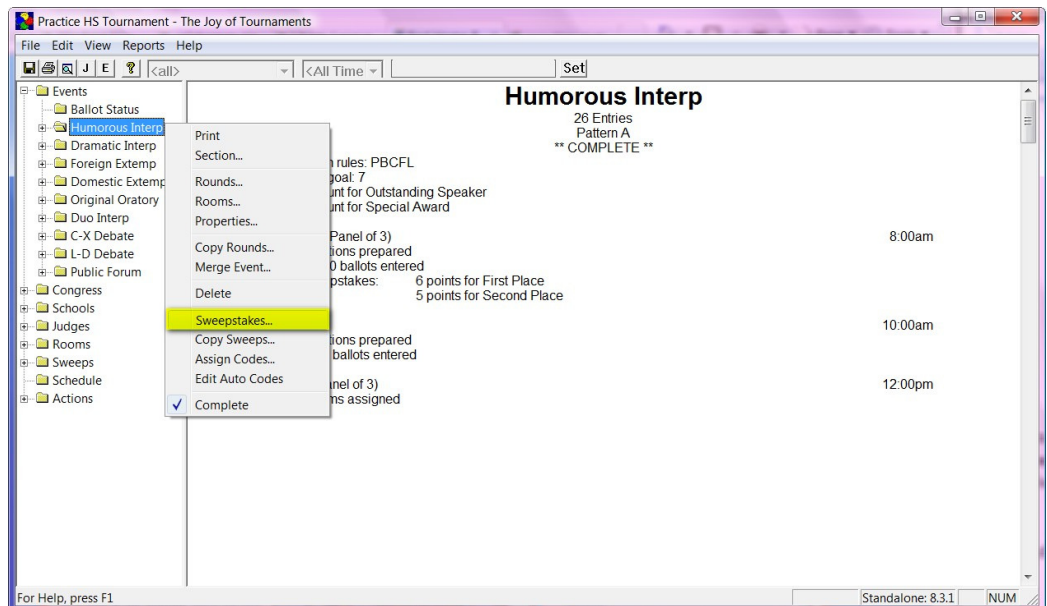
- You may also find this same sweepstakes option another way. Click the **"+"** sign beside a specific event. Right-click on a **Round** and then on **Sweepstakes.**
- The dialog box that appears allows you to specify sweepstakes points for the event. (**NOTE:** When you first reach the dialog, the first round of the event will be current, although the points for each round of the event can be manipulated from the sweepstakes dialog.
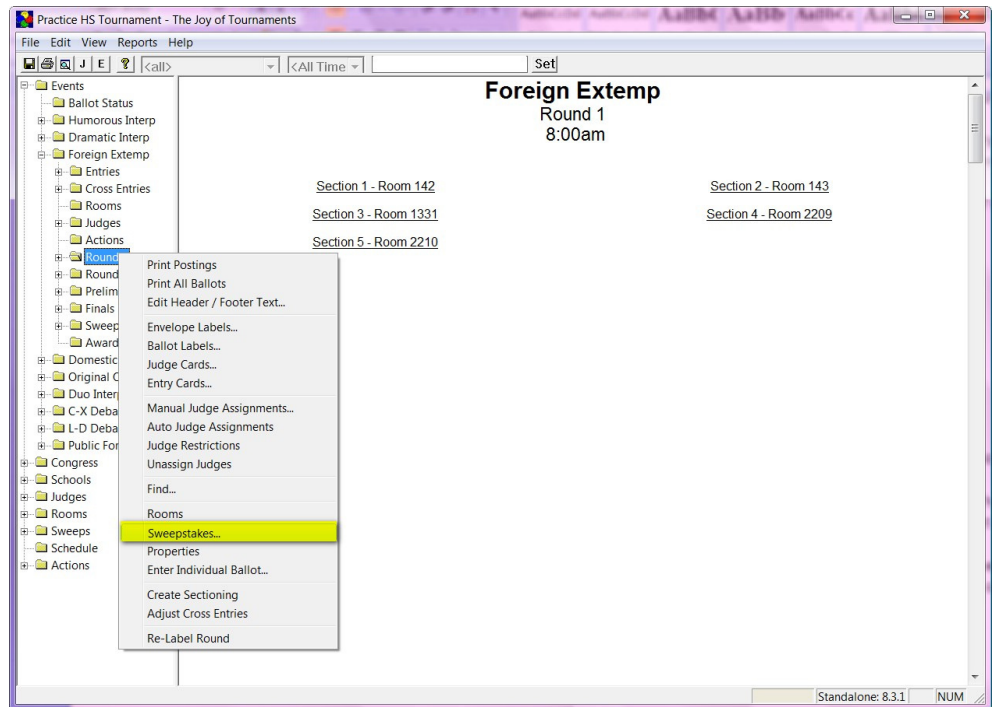
- At the top of the sweepstakes dialog is a box allowing you to select the round for which you wish to award sweepstakes points. Each of the rounds in the event will be listed. Select the appropriate round. In this example the Finals round has been selected.
- Beneath the round selector is another box with various options for awarding sweepstakes points.
- To the right of this combo box is a field specifying the number of points to award for the currently selected option. In the above picture, no option is current, so the number of points awarded is set to zero.
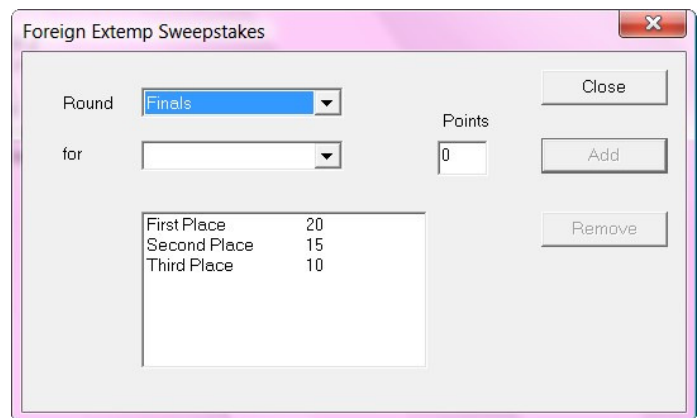
The following options are available for awarding sweepstakes points:

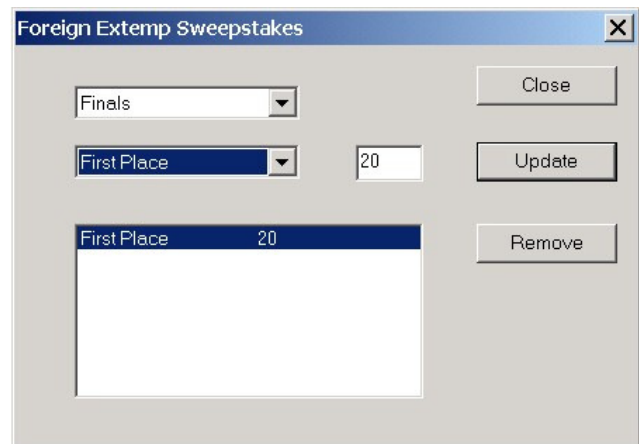| Option	Description
1st – 10th Places	You may award points based upon the placing within the round. For example, if you wish to award 15 sweepstakes points to the winner of an event, use First Place as the option and assign 15 points. Each place within the round may be awarded a differing number of points. In rounds other than finals, the placing will be considered for each section of the event. That is, if you award 3 points for first place in round 1 and there were 5 sections in the event, five separate entries will each receive 3 points for receiving the first place in their respective sections.
Reaching	This option allows you to award sweepstakes points equally to each entry reaching the indicated round. **All** entries in the round will receive the points.
Non-Advancing	This option is only available for rounds prior to the Finals round of the event. Each entry that reaches the indicated round but does not advance to the next round of competition will be awarded points as indicated.
Non-Placing	This option is available only in the Finals round of an event. This option will award points to each entry in the round that is not awarded points for placing. For example, if the event awards points to 1st, 2nd, and 3rd places, all entries other than the 1st, 2nd, and 3rd place entries will receive "Non-Placing" points.
Win	For events that are specified as "pair" type events, a Win option is available. If this option is used, each entry that records a "Win" in the specified round will be awarded points.

- The bottom of the dialog lists the sweepstakes points that you have assigned. You may add, delete, or update entries in the list at the bottom of the dialog.
- The button labeled **Close** allows you to exit the dialog. The sweepstakes points that are listed in the box at the bottom will become the new sweepstakes points for the event and round.
- To add a new entry to the list of sweepstakes points for the event and round, select the appropriate round and option. Enter the number of points to be awarded, and then press the button labeled **Add**.
- After pressing the **Add** button, the list box at the bottom of the dialog will be updated to reflect the entry.

- **NOTE 1:** When an item is selected in the list at the bottom, the "Add" button is re-labeled to "Update". At this point, if you change the points in the field to the left of the Update button, the number of points awarded can be updated by using the "Update" button.
- **NOTE 2:** Secondly, the "Remove" button becomes active. If you have entered points for one of the options and later wish to remove those points, select the option from the list at the bottom and then press "Remove". After completing the entries, press the Close button to dismiss the dialog.
- Repeat this process for each place that will receive sweepstakes points.

Copying Sweepstakes Points - Once you have completed the sweepstakes point schedule for one event, you may wish to copy the points to another event. The option to copy sweepstakes is located on the event item shortcut menu.
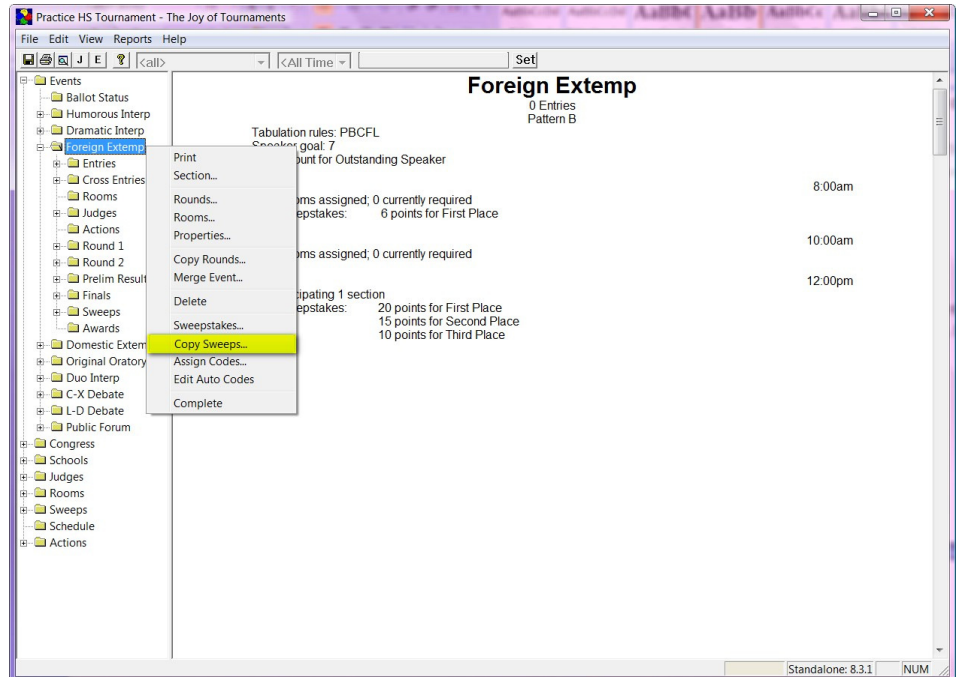
- After selecting the "Copy Sweeps…" option from the menu, the following dialog will appear.
- From this dialog, select the events that you want to copy sweeps points from the indicated event in the title bar. You may copy the sweepstakes points to all events, or selected events.
- To select multiple events, hold down the CTRL key while selecting events in the dialog.
- **WARNING**: selecting the copy option will remove any currently entered sweepstakes points for the destination event and replace them with a copy of the events as specified in the source event.
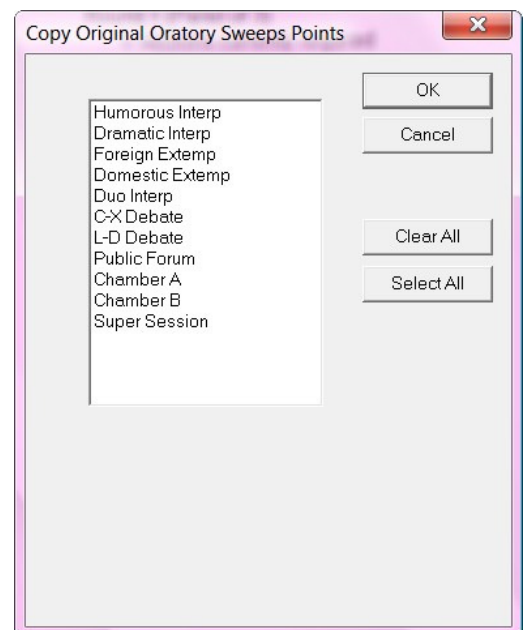
Section II: Things to Do <u>DURING</u> the Tournament

Create Sectioning/Pair Rounds

Create Sectioning for Individual Events –

- To create sectioning for an Individual Event, find the specific round of the event, right-click and select **Create Sectioning** from the context menu that appears.
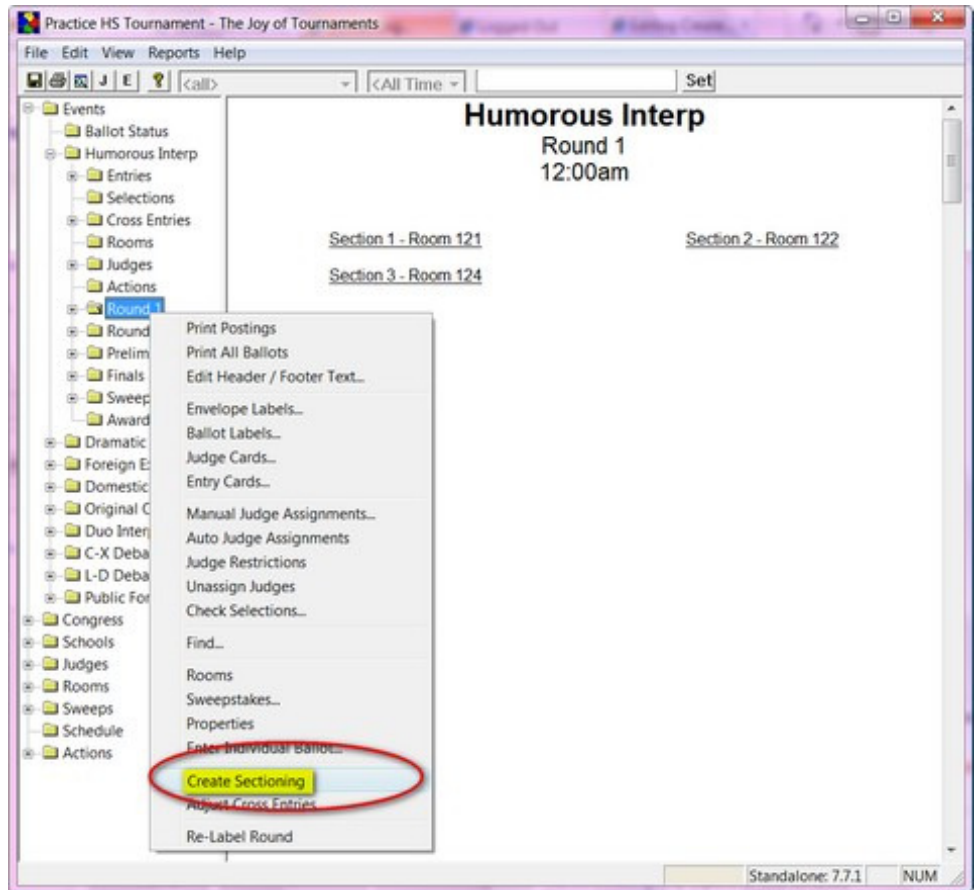
- A dialog similar to the following should appear. Select the number of sections and/or competitors per section and then press **OK**.
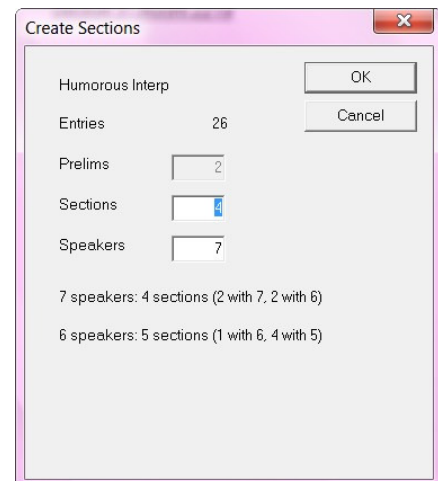
- The schematic will appear on the screen on the right side. You may edit the sections and speakers as needed for your tournament.
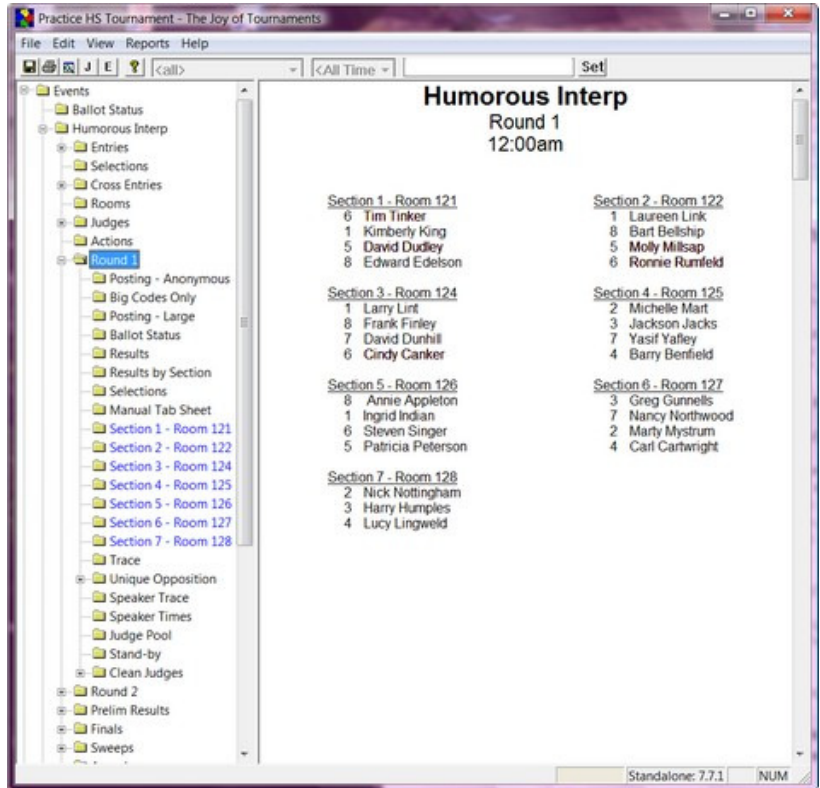
- **Add an Entry Via the Schematics–** After the schematic is made and you need to add a new student to the schematic, you may do so, by right-clicking on the Section number on the schematic. When the dropdown menu comes up click on **New Entry.**
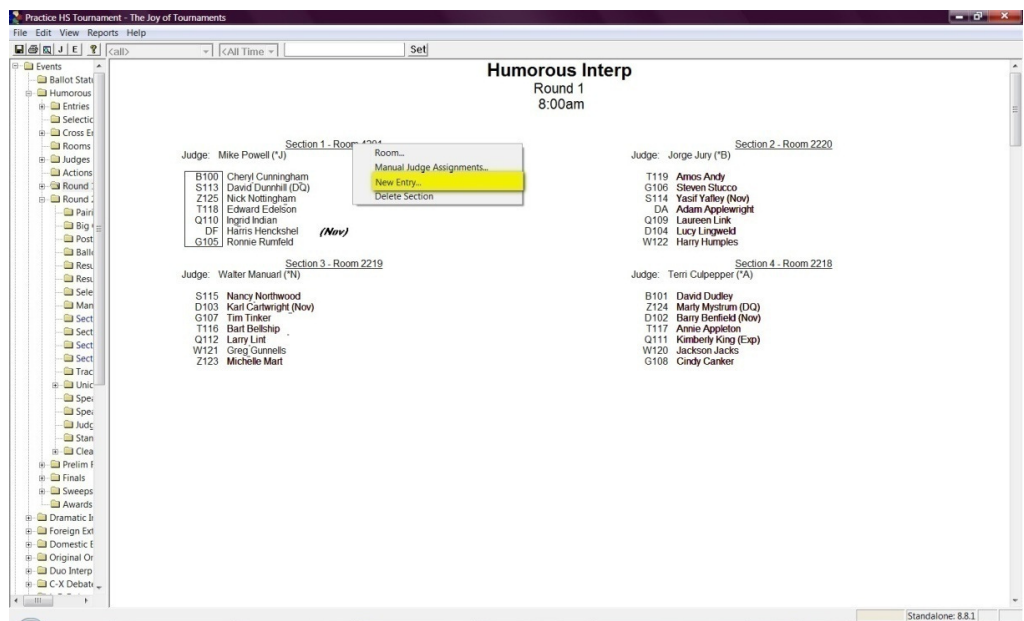
- When the **Select Entry** box appears, you may sort the list by Code, First Name or Last Name. Find and double-click on the contestant that will be added to the section. The new competitor will appear on the schematic.

Select Entry

OK

Cancel

B100 Cheryl Cunningham
B101 David Dudley
D102 Barry Benfield (Nov)
D103 Karl Cartwright (Nov)
D104 Lucy Lingweld
DA Adam Applewright
DF Harris Henckshel
G105 Ronnie Rumfeld
G106 Steven Stucco
G107 Tim Tinker
G108 Cindy Canker
Q109 Laureen Link
Q110 Ingrid Indian
Q111 Kimberly King (Exp)
Q112 Larry Lint
S113 David Dunnhill (DQ)
S114 Yasif Yafley (Nov)
S115 Nancy Northwood
T116 Bart Bellship
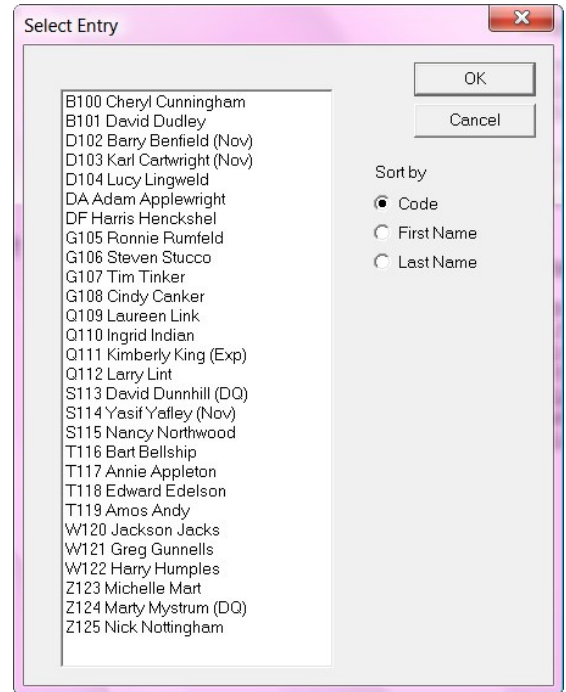T117 Annie Appleton
T118 Edward Edelson
T119 Amos Andy
W120 Jackson Jacks
W121 Greg Gunnells
W122 Harry Humples
Z123 Michelle Mart
Z124 Marty Mystrum (DQ)
Z125 Nick Nottingham

Sort by
- Code
- First Name
- Last Name

Pairing Rounds for Debate

- When pairing debate rounds, the software will allow you to pair the round based on various priorities.

- In the left hand window, click on the "+" sign beside the debate event (i.e., Lincoln Douglas), and it will open the navigation tree under the event.
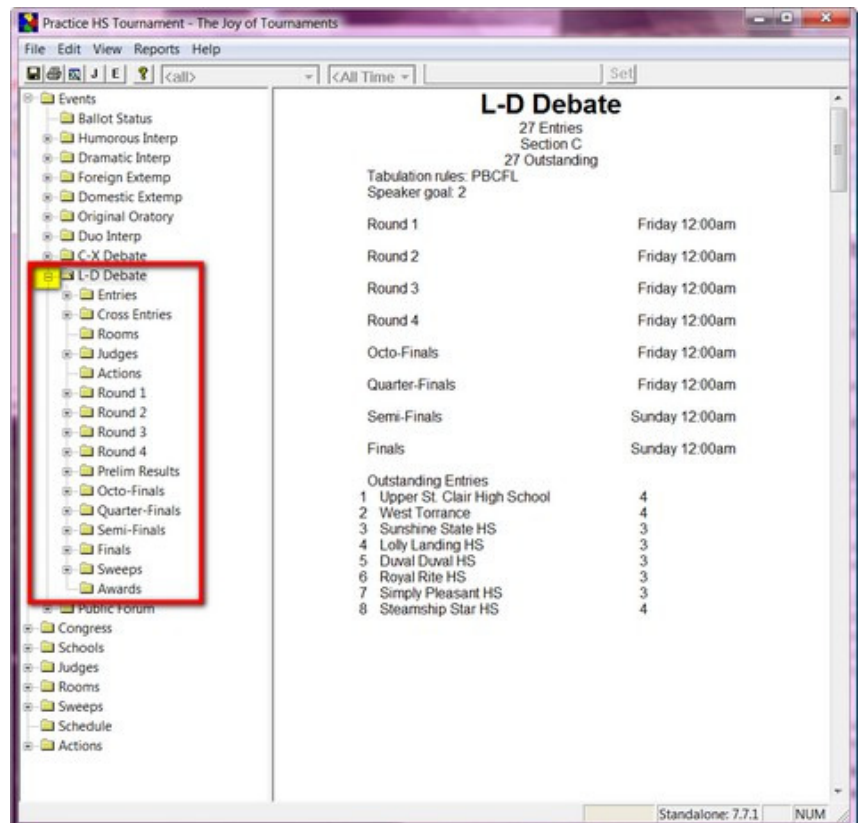
- Right click on Round 1 and when the dropdown menu appears, click on "pair".

- When the "Create Round Pairings" box appears, you will see three options for powering the round at the top. **Random, Hi-Hi Power Match, and Hi-Lo Power Match.**
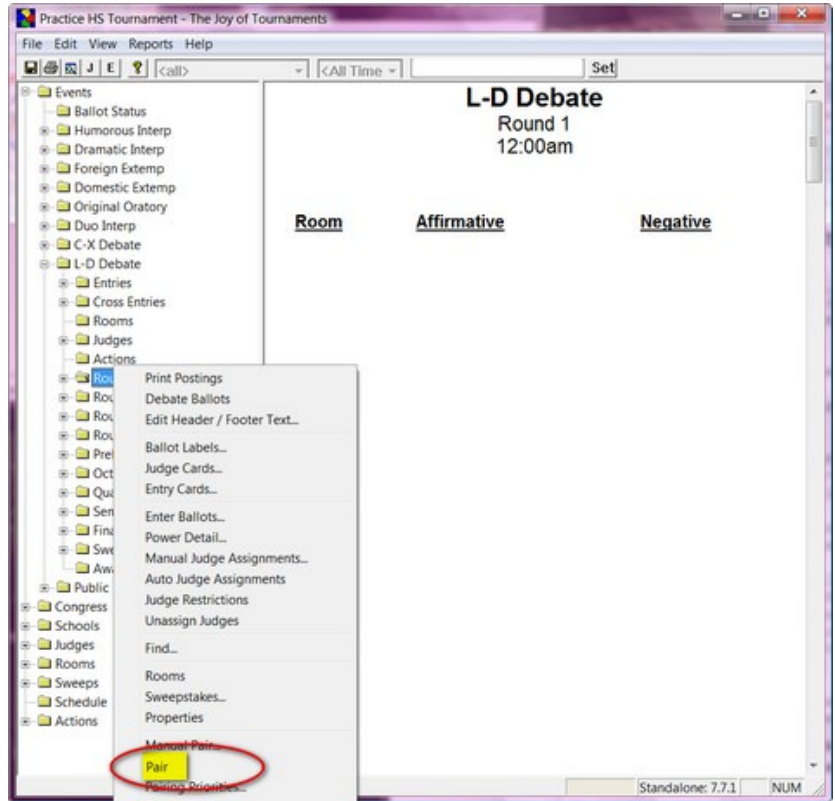- **RANDOM –** This tab provides options to pair the round in a pseudo random order. You may want to adjust the **Priorities** to receive a pairing that matches your rules or preferences.
- **HI-HI POWER MATCH** – this tab provides options for HI-HI power matching (1-2, 3-4, 5-6, etc)
- **HI-LOW POWER MATCH** – this tab provides options for HI-LOW power matching.

RANDOM

- **Method** – There are two options, **Normal** and **Internal.**
- Using the method labeled **Normal** will create pairings according to the priorities you have established for the round. It is not necessary that the priorities for each round be the same. For example, you may want to bias the pairings in round 1 such that Novice competitors are paired against other Novice competitors. In round 2, you may wish to ignore the experience level of the debaters. It is necessary for you to establish the priorities used for each round prior to pairing the round.
- Using the method labeled **Internal** will instruct the software to create a pairing using common priorities. This option may be able to create a pairing even for highly constrained or very small debate divisions and should generally only be used if you are unable to find a set of priorities using the **Normal** method.
- **Side Assignment -** The two radio buttons control the way sides are assigned to each of the teams. **Absolute** - This option means that each team will vary sides each round. All teams will observe a strict AFF - NEG - AFF - NEG, or NEG - AFF - NEG - AFF pattern. **Balanced** - this option means that in each even numbered round, all teams will have a balanced number of appearances on the AFF and NEG sides. This option allows AFF - NEG - NEG - AFF or NEG - AFF - AFF - NEG style side alternation, as well as AFF – NEG – AFF - NEG. The **Balanced** option is recommended.
- To the left of the **Priorities** box, there are two buttons labeled **Move Up** and **Move Down**. These two buttons control the ordering of the Priorities displayed in the list box. The order in which the various options appear reflects the order in which the software will consider the criteria. The most important criteria should appear at the top of the list, followed by the next most important.
- To the right of the **Priorities** box, there are a series of radio buttons that apply to the currently highlighted priority. This allows you to assign the importance of each of the priorities. You may ignore any or all of the priorities by selecting the "ignore" weighting for each priority. In most cases, only a few of the priorities will apply (Squad-mates, prior opponents, school variation and squad variation).
- Other weightings are possible as follows:
- **NOTE:** Assume the following Round 1 (partial) pairing. The language in this chart uses the word "team" to mean a specific entry within a debate division (one team in C-X, or one specific debater in L-D). Multiple entries from the same school are referred to as a "squad". 1A – 2A   1B – 3A   1C – 4A   2B – 4B   (school codes 1, 2, 3, and 4; school 1 has 3 teams: 1A, 1B, and 1C)
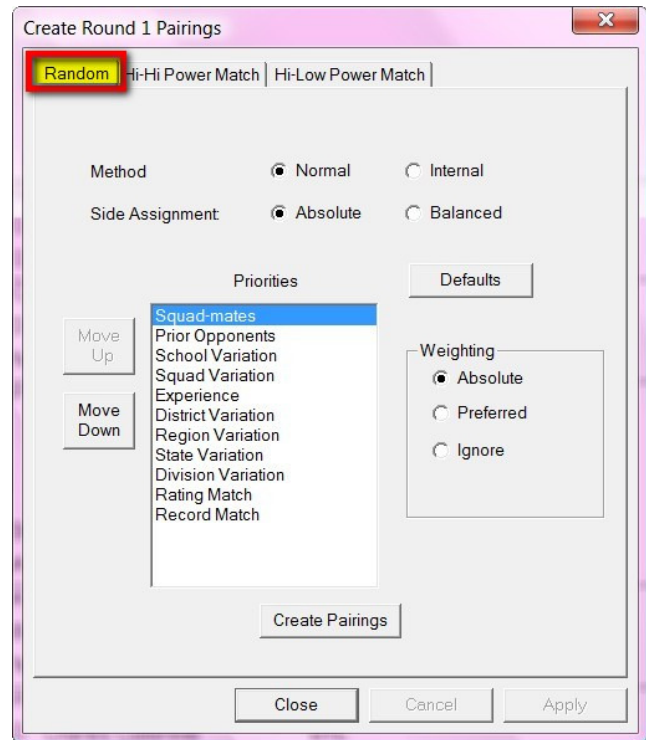
Priority	Weighting - Absolute	Weighting – Preferred	Weighting - Avoid
Squad-mates- teams from the same school (e.g. 1A, 1B, 1C)	Squad-mates are not allowed to meet	Allow squad-mates to meet but only if necessary	N/A
Prior Opponents - teams that have previously met (rounds 2 and later) (2A is a prior opponent of 1A)	Do not allow teams that have previously met to meet again.	Allow prior opponents to meet but only if necessary	N/A
School Variation - variation of common school opponents for a single entry (can 3A hit another team from school 1 – other than 1B) *Each entry considered independently.*	Do not allow a single team to meet a school more than one time.	Prefer pairings with as many different school opponents for a single team as possible	Minimize the number of different schools a single team meets
Squad Variation - variation within all teams from a squad (i.e. can 4A hit school 2 since 4B has met school 2?) *Each squad considered as a unit.*	Do not allow squad-mates to hit the same schools. (do not allow either team from school 4 to hit school 2)	Prefer wide variation within an entire squad, but do not require (usually necessary when one or more schools have a disproportionately large percentage of total entries in a division)	Minimize the number of different schools a squad as a whole meets
Experience - bias of pairing based on experience (Assumes each team has been marked as *Novice* or *Experienced*)	Match Experienced teams to Experienced teams and Novice teams to Novice teams.	Bias the pairings so that Experienced teams meet Experienced teams and Novice teams hit Novice teams when possible but allow Experienced teams to hit Novice teams.	Prefer Novice – Experienced matches over Novice – Novice or Experienced – Experienced
District Variation - bias of districts. Districts are associated to a team based on the District assigned to the school.	Do not allow teams from the same district to meet.	Maximize the number of pairings with teams from the same district	Minimize the number of pairings with teams from different districts
Region Variation - bias of regions. Regions are associated to a team based on the Region assigned to the school.	Do not allow teams from the same region to meet.	Maximize the number of pairings with teams from different regions.	Minimize the number of pairings with teams from different regions
State Variation - bias of states. States are associated to a team based on the State assigned to the school.	Do not allow teams from the same state to meet.	Maximize the number of pairings with teams from different states.	Minimize the number of pairings with teams from different states.
Division Variation - bias of divisions. Divisions are associated to a team based on the Division assigned to the school. (e.g. Large School, Small School)	Do not allow teams from the same division to meet.	Maximize the number of pairings with teams from different divisions.	Minimize the number of pairings with teams from different divisions
Rating Match - bias of team ratings. Team ratings must be assigned to each team for this option to have any effect on the pairings.	Do not allow teams with similar ratings to meet.	Maximize the number of pairings with teams with similar ratings.	Minimize the number of pairings with teams with similar ratings.
Record Match - bias of team records. Records must be assigned to each team for this option to have any effect on the pairings.	Do not allow teams with similar records to meet.	Maximize the number of pairings with teams with similar records	Minimize the number of pairings with teams with similar records.

- Once you have set your priorities and weightings, hit the **Create Pairings** button. The suggested pairing will appear in the window on the right side of the computer.
- **TIP -- What if the pairing doesn't work?** It is not always possible for the software to create pairings that match your priorities. When the priorities are unable to be met, a message will appear indicating that the computer is unable to create the pairings. When this occurs, you have a few options.

  - ✓ **Option A -** You may attempt to pair the round again. Because the pairings are partially random, repeating the pairing process may result in successfully pairing a round that has previously failed.
  - ✓ **Option B -** More times than not though, the problem will be that the priorities you have assigned are too stringent for the distribution of teams that you have. For example, if you assign the *Absolute* rating to the squad-mates priority, it will only be possible if there are actually enough schools in the distribution of teams. If, for example, one school has more than half of the teams entered in the event, that school with the majority of the teams will have to meet squad-mates. Often times, lowering the importance (for example, from Absolute to Preferred) will allow you to create pairings that almost meet your ideal criteria.
  - ✓ **Option C -** Next, if you are unable to create pairings with the priorities you have established, the pairing option labeled **Internal** may be able to successfully pair the round. Although this option does not allow you to specify pairing priorities, it is able to create pairings in a number of very constrained team distributions that may be difficult to pair otherwise.
  - ✓ **Option D -** Lastly, you may always manually enter the pairings using the Edit Debate dialog.

Joy of Tournaments Training Notes

HI-HI POWER MATCH

- Using this option, the teams are ranked from 1 to the number of teams competing. An attempt is made to pair 1-2, 3-4, 5-6, 7-8, etc.
- The following options may vary this pairing slightly:
  - ✓ **Prevent squad-mates from hitting** - this will adjust the pairings so that teams from the same school do not meet each other.
  - ✓ **Prevent prior opponents from hitting** - this will adjust the pairings so that teams that have met in a prior round will not meet again.
- In each case when an adjustment is necessary, the closest replacement is selected. For example, if the 5th and 6th seeds cannot hit because of one of the restrictions, an attempt is made to swap the 4th and the 5th seeds (3-5, 4-6), then the 6th and 7th seeds (5-7, 6-8), then the 3rd and 5th seeds (5-4, 3-6), then the 6th and 8th seeds (5-8, 7-6). This process continues until an alternate pairing is possible.
- When you select the **Hi-Hi Power Match** option, the **Use Rankings as of** box will be enabled. This box will allow you to specify which round to use for the determination of seed position. *It will be necessary for you to have keyed in the results thru the round that you indicate.*
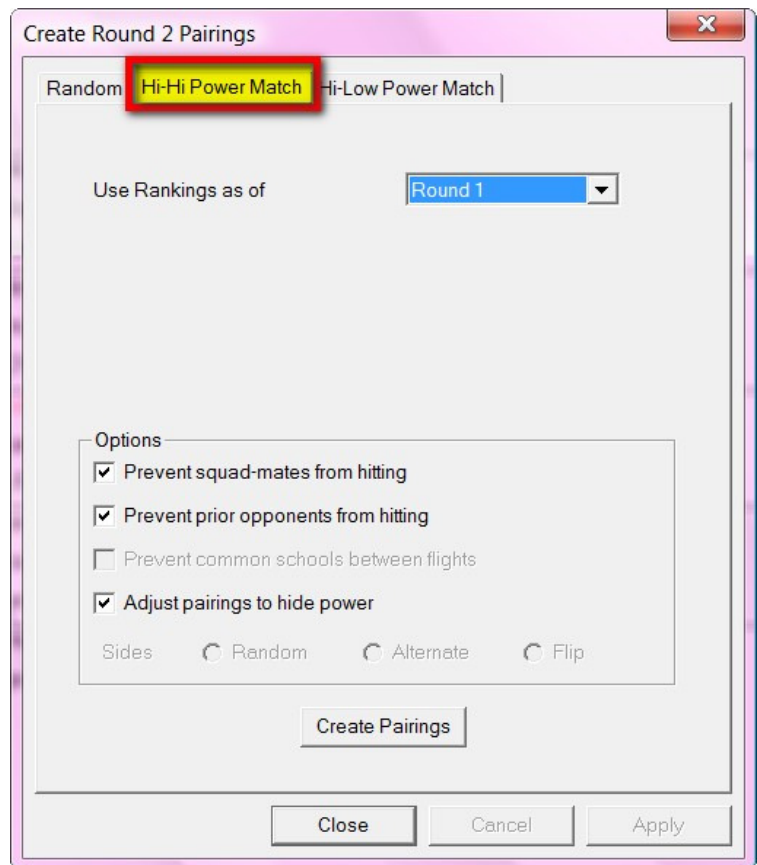
- **Hint:** The 'rankings' may be viewed from underneath the debate's round item on the navigation tree item labeled 'Rankings'. Rankings underneath each round represent the 'as of' rankings for that round.
- Assignment of sides. In even number rounds, the computer will balance the number of AFF and NEG appearances for each team (sides are assumed to be locked). In odd numbered rounds, the **Random** option will essentially flip a coin (internally) to determine side assignment for each pairing. The **Alternate** option will attempt to assign the next side due for each team (to maintain a proper AFF–NEG–AFF–NEG or NEG-AFF-NEG-AFF alternation). The **Flip** option is designed for use with a "flip for sides" round (meaning, teams will flip among themselves within each room to determine sides) so side assignment is irrelevant for the round.
- The "Adjust pairings to hide power" option is available so that the resulting pairings will not appear with the best ranked teams at the top. An option to scramble the pairings is available on the pairing if you wish to have the pairing initially created in power order (for review).

HI-LO Power Match
- Using this option, the teams are ranked from 1 to the number of teams competing. If there were 10 teams in the top bracket, the computer will attempt to pair 1-10, 2-9, 3-8, 4-7, 5-6. The next bracket would then be paired (perhaps 11-30, 12-29, 13-28, etc.)
- Options to protect prior opponents, hitting squad-mates, and obeying side restrictions are available.
- When you select the **Hi-Low Power Match** option, the **Use Rankings as of** combo box will be enabled. This box will allow you to specify which round to use for the determination of seed position. *It is necessary for you to have keyed in the results thru the round that you indicate.* The 'rankings' may be viewed from underneath the debate's round item on the item labeled 'Rankings'. Rankings underneath each round represent the 'as of' rankings for that round.
  - ✓ The "Promote" and "Placement" options allow you to specify how brackets are balanced. Since this is a hi-lo *within bracket* option, each bracket is considered separately. If the top bracket doesn't have an even number of teams, it isn't possible to completely pair those teams without handling the "odd" team. You may select which team is promoted to the higher bracket and where that team is placed within the higher bracket.
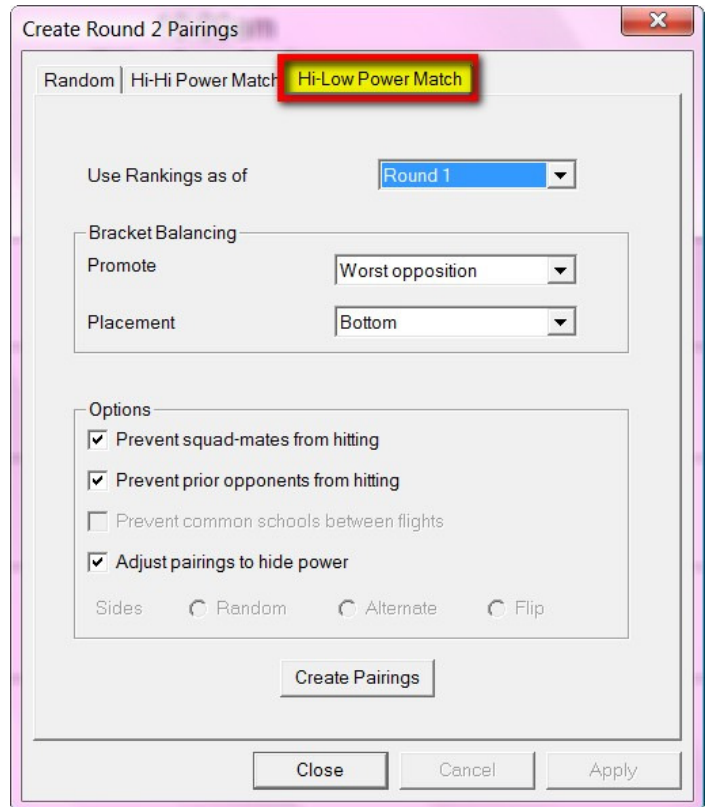
- **PROMOTE** options (how to select the team to "pull up")
  - *High Ranked* – this selects the highest team in the next lowest bracket to promote to the higher bracket (e.g. take the best 2-1 team and promote them to the 3-0 bracket)
  - *Middle Ranked* – this selects the middle team from the next lowest bracket to promote to the higher bracket (e.g. take the middle ranked 1-2 team and promote them to the 2-1 bracket)
  - *Low Ranked* – this selects the worst ranked team from the next lowest bracket to promote to the higher bracket (e.g. take the worst ranked 3-1 team and promote them to the 4-0 bracket)
  - *Worst Opposition* – this selects the team with the worst opposition record to promote to the higher bracket
  - The High/Middle/Low ranked options all assume rankings based on the tabulation method specified for the debate event. The Worst Opposition option uses only the opposition records of teams (i.e. the tabulation rules for the event is ignored).

- **PLACEMENT** options (where to place the team that has been "pulled up")
  - Top – place the pull-up at the top of the higher bracket
  - Middle – place the pull-up in the middle of the higher bracket (if the higher bracket had 6 teams, the pull-up would assume the 4th seed position)
  - Bottom – place the pull-up at the bottom of the higher bracket (if the higher bracket had 9 teams, the pull-up would assume the 10th seed position)
  - Recalculate – place the pull-up at the position in the higher bracket that the team would occupy assuming that they actually had the W/L record of that higher bracket

- Once you have set your priorities and weightings, hit the **Create Pairings** button. The suggested pairing will appear in the window on the right side of the computer.
- **NOTE: The computer will highlight in color any conflicts.** If there are conflicts that violate the tournament rules, you may make changes to the pairings by dragging and dropping the students to where you want them to be.
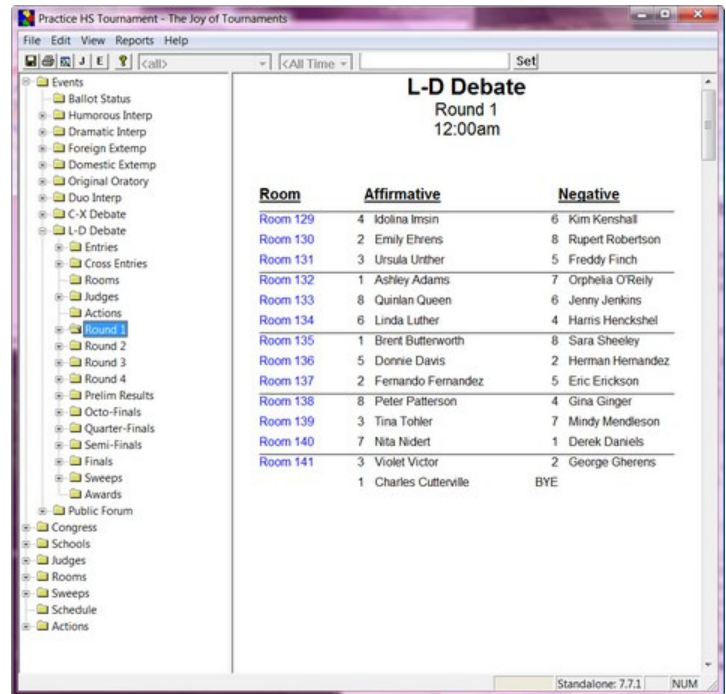
- **Making Changes to the Debate Posting –** Sometimes it is necessary to edit, drop, remove, or substitute a competitor or team, etc.
- To make changes to teams or student on this pairing, right-click over a competitor name from the schematic and select the necessary option from the dropdown menu.
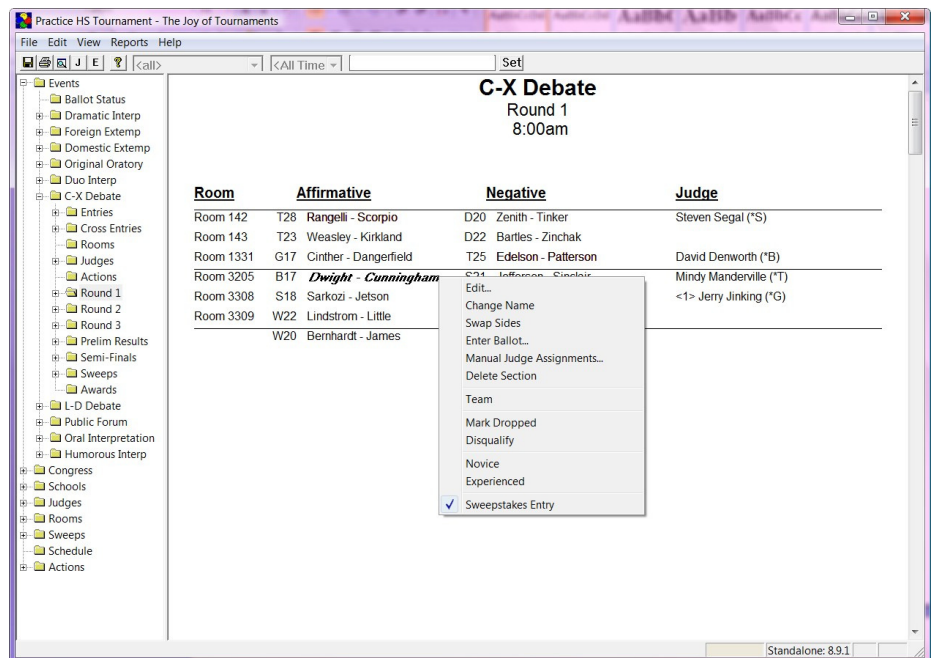
- **Team–** When you select **Change Team,** the **Edit Team** box will appear. The members of this team are showing in the box at the bottom.   You may select one of the names in the box and the options on the right will become active. You may edit the team by clicking "Remove", "Substitute" or "Change Name" on the right.
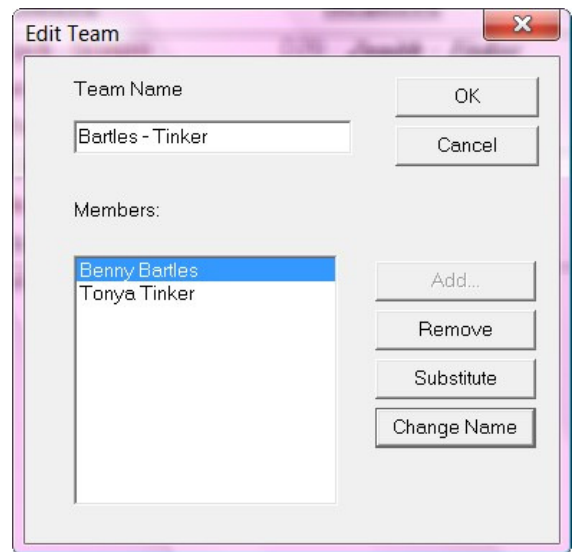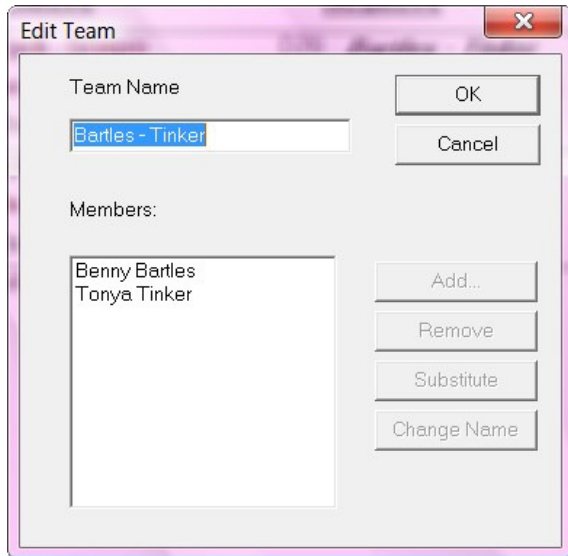
- When you select "Change Name" the **Name Change** box will appear. Type over the blue highlighting in the **Team Name** box to change the name of the competitor. Once you have changed the name, click **OK.**
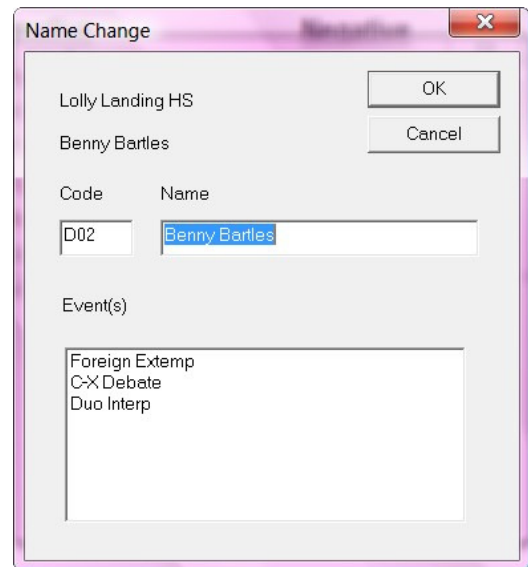
- **Flight Placement –** When you select **Flight Placement,** the entry placement box will appear. This will allow you to select the flight for this competitor.

- **Swap Sides** – When you select the **Swap Sides** option, the competitors will be switched on the pairing.
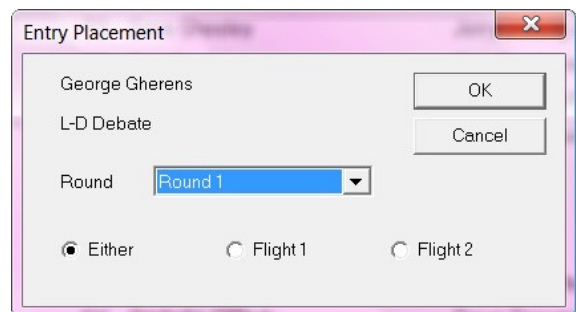
- There are other options available for editing a pairing. Click on the round you are pairing. Move your mouse over to the right hand side and right-click anywhere (just NOT on a student name). A dropdown menu will appear that offers many functions to will help personalize your pairing to look the way you want it to look.
- When you click **Show Seedings** - the rankings will appear beside each team/name on the pairing.
- When you click on **Hide Codes on Schematics** this option allows you to hide codes all together. The codes will disappear from the pairings and only names will be visible.
- When you **Show Regions or Show Districts,** this option will make the region or district codes visible on the posting.
- When you click on **Re-Order Pairings,** this feature will randomize the pairing by putting them in a different order.
- When you click on **Save as Web Page,** will allow you to save the page in html format.
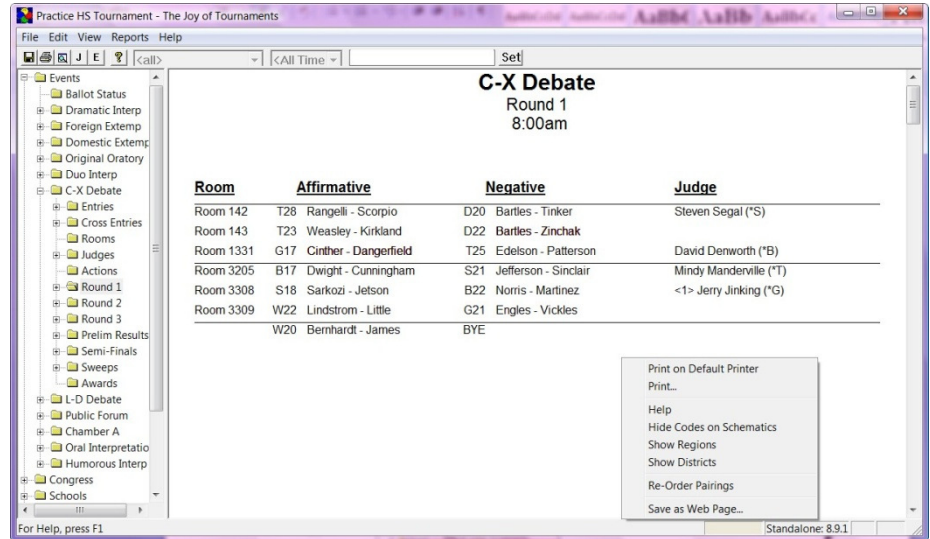
Assign Judges

There are two ways to assign judges: **automatically** or **manually**.

Automatically Assign IE and Debate Judges

- To automatically assign judges, double-click on the event to display each of the rounds of the event on the tree. Right click on a **Round** and a dropdown menu will appear. Select **Auto Judge Assignments**.
- **NOTE: This example shows an IE event; however, the process up to this point is identical for both IE and Debate.**
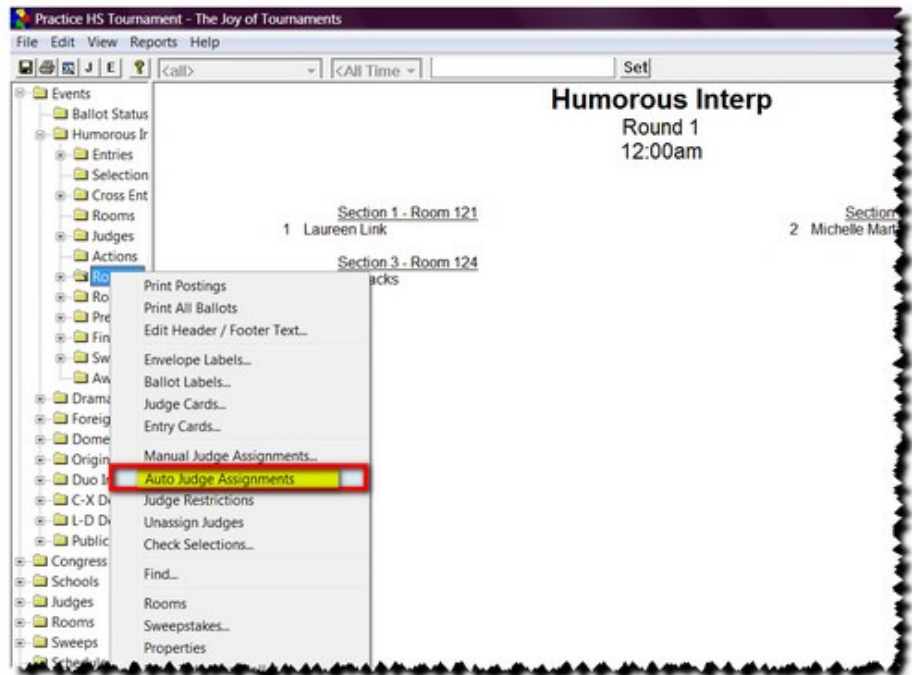
- **NOTE: At this point you will reach the same 'Assign Judges' dialog; however, some options are enabled for one event that are not active for another event. Therefore, both IE and Debate dialog boxes are displayed for you.**
- On the top left you will see **Sections, Required, Available, Preferred** and **Panel Size.**
  - ✓ **Sections -** The number of sections that are set for that event and round.
  - ✓ **Required –** This box shows the number of judges that are required for this round.
  - ✓ **Available –** This box tells the number of **Available** judges.
  - ✓ **Preferred –** This box indicates how many of the available judges have been marked as preferring this event. **NOTE:** A judge is marked as preferring the event on the Edit Judge dialog box. On the left-hand side of the Edit Judge dialog is a list of each event in the tournament. If one or more of the events are selected for the judge, then that judge is considered to "prefer" the events listed.
  - ✓ **Panel Size –** This number indicates what panel size the computer is set up for this particular round. **NOTE:** The Debate example shows a need of 7 judges for 14 sections because the round is flighted, and the IE example shows a need of 4 judges for 4 sections (one in each section). Both of these show a panel size o f 1 – meaning one judge per section. You may change the number of judges per panel assigned by changing this number.
- On the right side there is a box showing **Priority** and **Value.** The settings in this box are default settings and may be changed at your discretion. Keep in mind that the program uses a priority system to balance out the judge assignments.
- **NOTE: On the edit judge page you may classify, rate, and mark specific details about each judge. Each of these priorities is given a value and they help the computer determine how to assign them throughout the tournament. (For further explanation on how to mark priorities, refer to the "Add Judge" section in the "Things to do BEFORE the tournament portion of this manual.)**
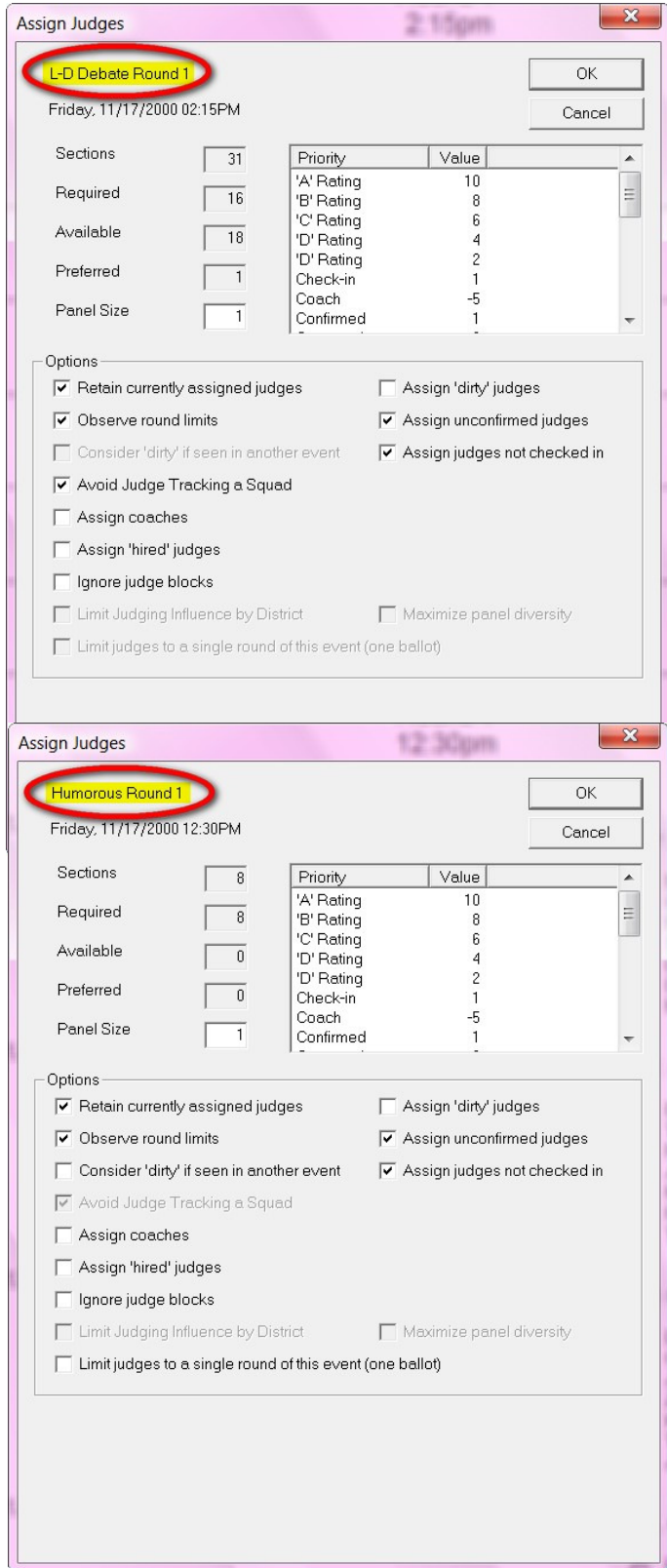
- To further understand how the priority system works, here is a brief overview.
  - ✓ All things being equal, the judge with the highest priority will be considered first for the next judging assignment. When several judges have the same priority (which is often the case), a random judge is selected among those judges.
  - ✓ The priority is designed to work on roughly a 100 point scale (lower numbers mean lower priority). A judge starts out with a default priority (typically about 50) and then various attributes about the judge will either raise or lower that priority. For example, let's say the judges were entered with a rating of 'A', 'B', 'C', 'D', etc. If you wish for the 'A' judges to have more of a priority in judging, you would want to indicate that the 'A' Rating judges should get a few more points on the priority scale than 'B' Rating judges. The default settings have 'A' judges at 10, 'B' judges at '8', 'C' judges at 6, etc. This default scale only slightly varies the load between the judge ratings, but you could make this separation even more severe. For example, if you really didn't ever want a 'D' or 'E' judge to be used, you might change the value for those two categories to be a negative number (say -50), which would greatly reduce the priority of those judges *relative* to the A/B/C judges.
  - ✓ Other judge characteristics can also shape the priority of each individual judge. Some tournaments prefer to use coaches as judges, so the 'Coach' priority can be used to bump up the priority level for those judges; however, at some tournaments, it is preferred to save the coaches and use them less. In that case, you would want to use a negative adjustment for the judges that are marked as a coach. This option also assumes that each of the coaches have been marked appropriately.
  - ✓ As each judge receives a ballot, their priority is adjusted by the 'Credit' priority amount. The 'Credit' value is subtracted from the judge's priority each time they receive a ballot. So if a judge started out with a 50 priority and has had two assignments and the credit value was 5, their new priority would be 40. In this way, judges that have already gotten a ballot will be slightly reduced in priority so that judges without a ballot will be considered for the "next" set of ballots (as their priority is most likely higher). You may adjust the judging load for each judge by adjusting the 'Credit' priority. Higher credit numbers will result in better balance overall; lower credit numbers will result in weighing other priorities more heavily.
  - ✓ There is no magic set of priorities that should be used as each tournament considers the assignment of judges a little different from the next. You may view the current priority for each judge for a round of an

event from the navigation tree. Open up the event, select the round, and click on **Judge Pool** This report has a column listing "Priority" which will give you the **current** priority calculated for each judge at the current time. You'll need to remember that the priority is *incredibly dynamic*; as additional assignments are made, the priority of each judge is likely to change.

- Below are some explanations of the priorities and what the values may indicate:

Priority	If this field is edited on the judge detail page, the value indicates:
'A' Rating 'B' Rating 'C' Rating 'D' Rating 'E' Rating	the rating of the judge. Ratings are based on a scale from A to E. A represents the best rating. The default settings have 'A' judges at 10, 'B' judges at '8', 'C' judges at 6, etc. This default scale only slightly varies the load between the judge ratings, but you could make this separation even more dramatic. For example, if you really didn't ever want a 'D' or 'E' judge to be used, you might change the value for those two categories to be a negative number (say -50), which would greatly reduce the priority of those judges.
Check-in	a value given to those judges that have been marked as *Checked In* or that you know are present at the tournament. For early rounds in particular, it is often convenient to mark judges that you know are present as "Checked In" and then have the computer prefer those judges.
Coach	how or when you wish for the computer to use "coaches" to judge. Some tournaments prefer to use coaches as judges, so the 'Coach' priority can be used to bump up the priority level for those judges; however, at other tournaments, it is preferred to save the coaches and use them less. In that case, you would want to use a negative adjustment for the judges that are marked as a coach. This option also assumes that each of the coaches have been marked appropriately.
Confirmed	whether or not the judge has been "marked" confirmed in the computer. If you choose, confirmed judges may receive a different priority for judge assignments than unconfirmed judges. This is option is very similar to the "check-in" option, but can be another simple way to differentiate some judges over others.
Hired	A positive value here would give "hired" judges additional priority over non-hired judges (primarily used when your hired judges are all on a flat contract basis). A negative value here would lower the priority of the "hired" judges (primarily used when judges are paid by the round and you want to reduce hired judge fees when possible).
Elim	You may mark judges that you want to use for elim rounds and have the computer bump up their priority for use when assigning judges for elim rounds (that is, if the round is an "elim" round and the judge has been marked for elims, then they will be considered above those that don't have the "elim" designation).
Prelim	You may mark judges that you want to use for prelim rounds and have the computer bump up their priority for use when assigning judges for prelim rounds (that is, if the round is a "prelim" round and the judge has been marked for prelims, then they will be considered above those that don't have the "prelim" designation).
Heavy	As judges are entered, the default usage pattern is "normal". You may mark some judges as "heavy" use judges (meaning, you want to use them a lot – perhaps exceptionally good judges, or former students that write good ballots that like to judge, etc.). A judge that hasn't met the "heavy" level of judging (specified via File -> Properties -> [Judges tab] in the "heavy" field), will be bumped up by the value specified. If they have already judged the "heavy" number of rounds, then their priority will not be modified.
Light	As judges are entered, default usage pattern is "normal". You may mark some judges as "light" (meaning you don't want to use them very often – perhaps a VIP that should definitely be given a few ballots, but maybe not an exceptionally good judge, so use only when necessary). A judge that hasn't met the "light" level of judging (specified via File -> Properties -> [Judges tab] in the "light" field), will be bumped up by the value specified. If they have already judged the "light" number of rounds, then their priority will remain unchanged.
Moderate	As judges are entered, default usage pattern is "normal". You may mark some judges as "moderate" (essentially the same as "normal", but gives you one more way to differentiate some judges as more or less desirable than "normal"). A judge that hasn't met the "moderate" level of

	judging (specified via File -> Properties -> [Judges tab] in the "moderate" field), will be bumped up by the value specified. If they have already judged the "moderate" number of rounds, then their priority will remain unchanged.
Normal	As judges are entered, default usage pattern is "normal". A judge that hasn't met the "normal" level of judging (specified via File -> Properties -> [Judges tab] in the "normal" field), will be bumped up by the value specified. If they have already judged the "normal" number of rounds, then their priority will remain unchanged.
Obligation	Each judge may be given a specific number of rounds they are "obligated" to judge. When a judge has not judged that many rounds, then the "obligation" value is added to their priority (that is, this would prefer judges under their obligation).
Preferred	Each judge may be marked as available for "any" event, or you may specify which events they "prefer" to judge. If you are assigning ballots for a round in an event they "prefer", this value would be added to the judge's priority (that is, if the judge "preferred" the event you are assigning judges to, then the judge would be bumped up in priority; presumably the judge would then be selected more often for events they preferred than those they did not)
Variation	As judges are assigned multiple rounds, this setting will indicate how much you prefer for the judge to judge a single event multiple times. For example, once a judge has been assigned to one round of Humorous, the computer will value "variation" in events (that is, judging a different event) by the value specified. If you would prefer the judge to not judge humorous again, you "prefer" the variation of events for a judge and would assign a higher value here. If you would prefer that the judge continue to pick up humorous ballots, you do not prefer "variation" and would assign a lower (or even negative) value here.
First	When assigning judges, it is often desirable to try and schedule a judge as soon after arrival as possible. The computer will look at the time of the round you are assigning judges for and compare that to the "first" time the judge is marked as being available to judge. If the round is the "first" available round for the judge, the judge's priority is bumped up by this value (thus preferring judges that "just arrived" over those that have been at the tournament a while).
Credit	how much credit the judge has for receiving ballots. The 'Credit' value is subtracted from the judge's priority each time they receive a ballot. So if a judge started out with a 50 priority and has had two assignments and the credit value was 5, their new priority would be 40. In this way, judges that have already gotten a ballot will be slightly reduced in priority so that judges without a ballot will be considered for the "next" set of ballots (as their priority is most likely higher). You may adjust the judging load for each judge by adjusting the 'Credit' priority. Higher credit numbers will result in better balance overall; lower credit numbers will result in weighing other priorities more heavily.

- To change a value for a particular priority, double-click on the one you wish to edit. The **Edit Priority** box will appear. Change the number to the value you wish to assign and click **OK.**
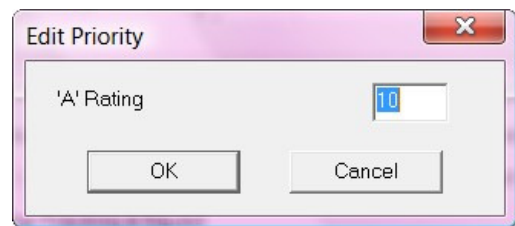
NOTE: Changing the value here changes it FOR THE SINGLE EVENT AND ROUND you are assigning judges (thus allowing a simple way to vary the priorities used for assigning judges for one or more rounds). If you wish to change the "default" values for each priority (so you don't have to modify these values each time judges are assigned), you may do so from File -> Properties -> [Judges tab].

- At the bottom of the **Assign Judge** dialog, you will see **Options**. Most of these options are default settings. If the computer has a difficult time assigning judges, you may select/deselect any of these options to adjust how the judges are assigned for this round.
- **NOTE: On the edit judge page you may classify, rate, and mark specific details about each judge. Each of these options is used to help assign judges throughout the tournament. (For further explanation on how to mark priorities, refer to the "Add Judge" section in the "Things to do <u>BEFORE</u> the tournament portion of this manual.) Depending on how they are edited will depend on how these options will work. To make sure these options work accurately, it is vital that you know how your judges have been marked on the "edit judge" page.**

- An explanation of each of the options is as follows:

Option Name	By checking this option the computer…	By unchecking this option the computer…
Retain currently assigned judges	will prioritize use of the judges currently assigned to the round (although they may be moved to new sections within the round)	Unassigns all judges currently assigned to the round before considering judge assignments.
Observe round limits	will limit each judge to a specific number of rounds based on the information entered on the 'edit judge' page.	ignore the limits placed on how many rounds this judge has been set to judge.
Consider "dirty" if seen in another event	will consider a judge "dirty" if they have seen any of the competitors in any other event. (Enabled for IE only.)	will allow a judge to see a competitor again in a *different* event.
Avoid Judge Tracking a Squad	will prevent a judge not only from judging a single entry more than once (a specific debater in LD or a team in CX), but it will prevent that judge from judging other teams from the same school. For example, if the judge hears the Greenhill A team, the "avoid tracking" option will try NOT to assign that judge to any debate involving the Greenhill A team as well as any other debate with Greenhill (Greenhill B, Greenhill C, etc.). (Enabled for debate only.)	will randomize the assignment of judges making it possible for a single judge to judge every team from one school (Greenhill A, B, and C) in three different rounds. **NOTE:** By default this option is turned on - it is recommended that you try it with the feature turned on, and if it doesn't work, then try turning off the option. After multiple rounds this can severely restrict judges.
Assign Coaches	will allow the computer to use coaches for judging.	will not allow the computer to use coaches for judging.
Ignore judge blocks	will not consider any blocks that have been recorded for judges	will consider any blocks that have been recorded and stay true to those blocks.
Limit judges to a single round of this event (one ballot)	will not allow a judge to judge more than one round of this particular event (Enabled for IE only.)	Will allow a judge to be assigned to more than one round of this particular event. (Enabled for IE only.)
Assign "dirty" judges	will use judges that are considered "dirty" for this event (judges will be able to see this event again without seeing the same competitors.	will not use judges that have judged this event in past rounds.
Assign unconfirmed judges	will use judges that have not been confirmed in the computer.	will not use judges that have been marked "confirmed" on the "judge edit" page.
Assign judges not checked in	will use judges that have not yet been recorded as "checked in".	will not use judges that have not been marked as "checked-in" on the judge edit page.

- Once you have all options, priorities and values set the way you would like them, click **OK.**

Joy of Tournaments Training Notes

- **Manually Assign Judges for both IE and Debate** There are several ways to manually assign judges.

- **Assign a Judge Via the Navigation Tree -** On the left, open the event on the navigation tree. Right click on the **Round** and a dropdown menu will appear. Click on **Manual Judge Assignments.**
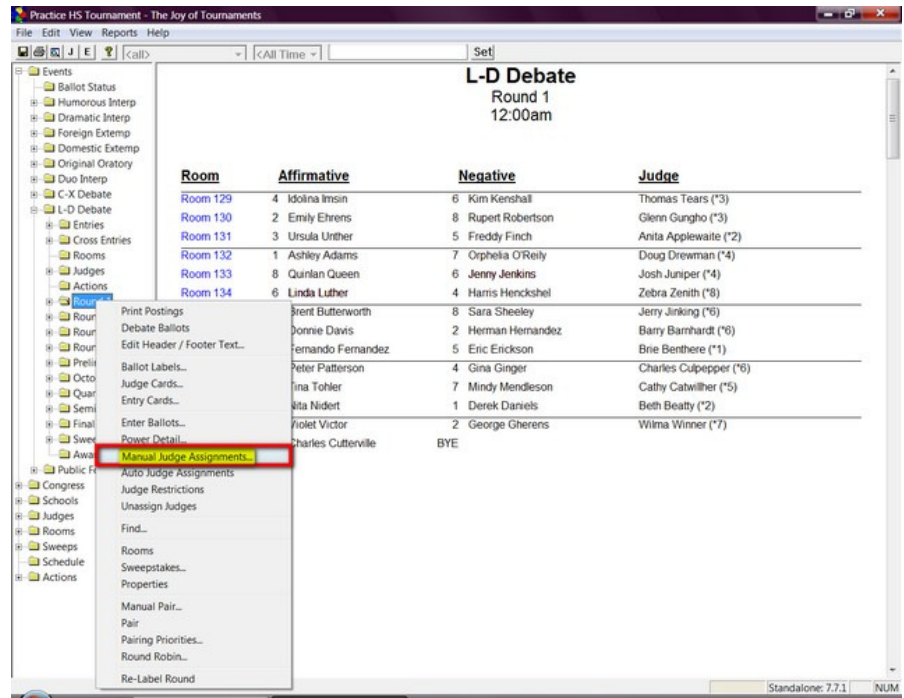
- **Assign a Judge Via the Debate Pairing -** Find the room/section on the pairings of the event you want to assign judges. Right click on one of the student names. When the dropdown menu appears, click on **Manual Judge Assignments.**
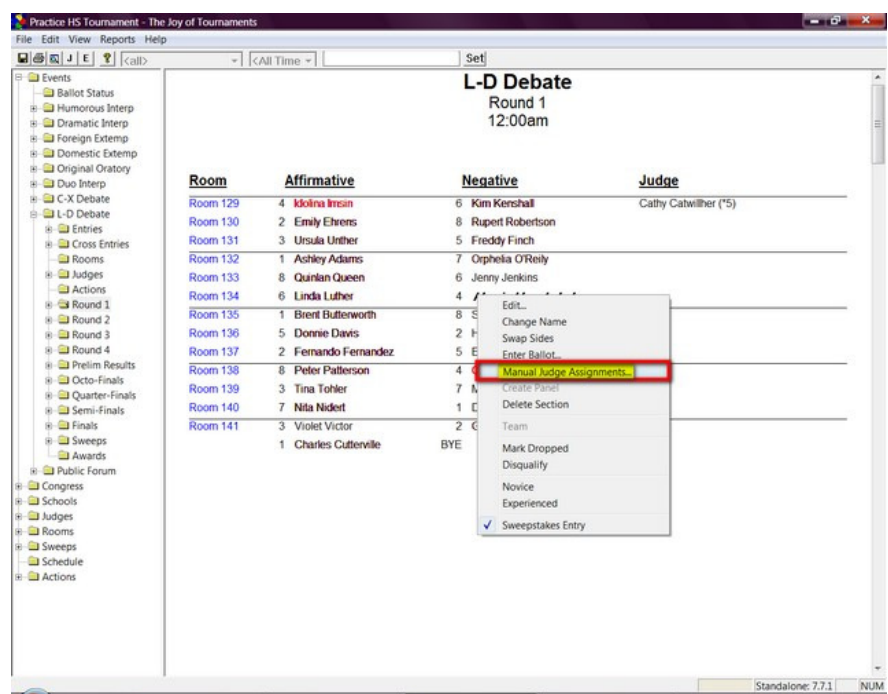
Joy of Tournaments Training Notes

- **Assign a Judge Via the IE Schematic -** On the left, open the event on the navigation tree. Click on the **Round.** The schematic will appear on the right. Find the room/section on the pairings of the event you want to assign judges. Right click on one of the student names. When the dropdown menu appears, click on **Manual Judge Assignments.**
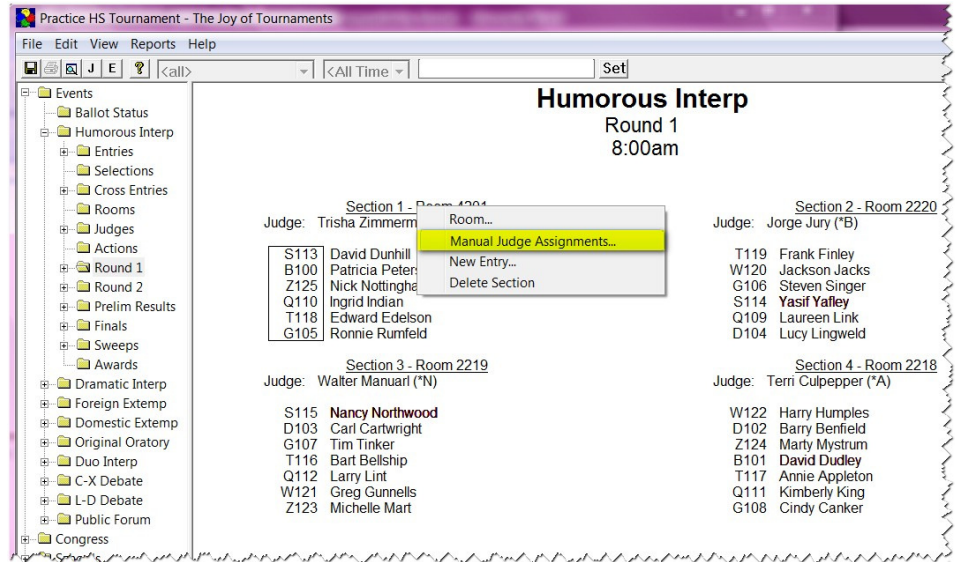
- From here the process is pretty much identical between Debate and IE with a few minor details…notes will appear where necessary to indicate the differences.

- **Note: Most of the screen shots for the Manual judge assignment process will use an LD Debate Screenshot, but the process is almost identical.**
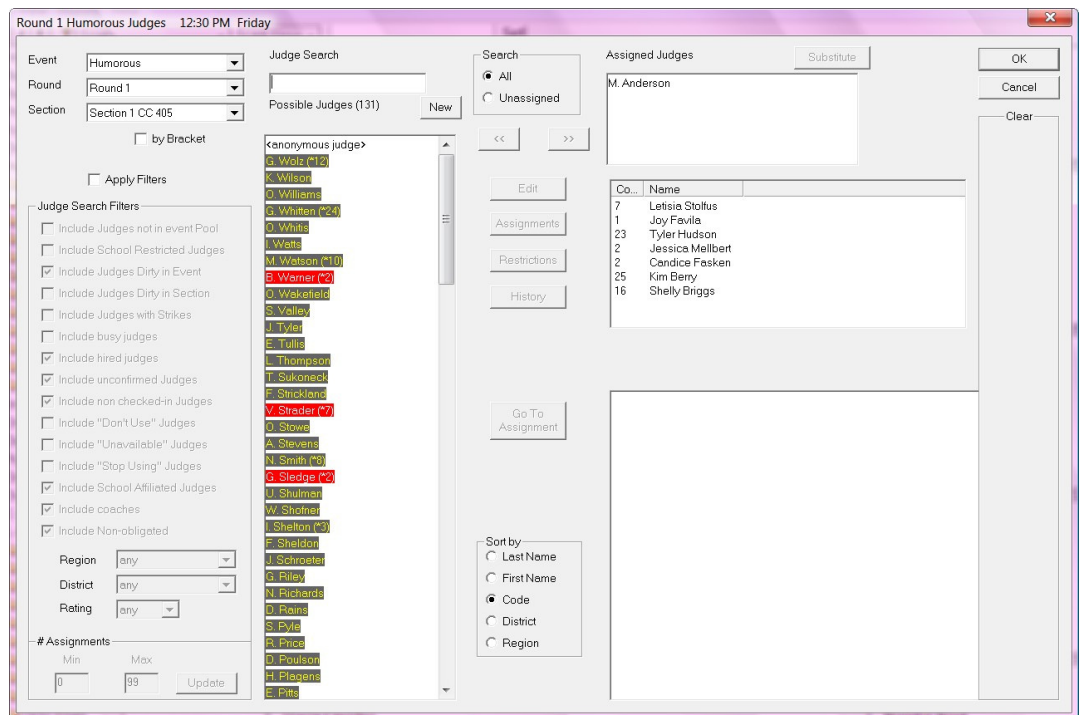
- When the Judge box appears, you may make changes to that round.
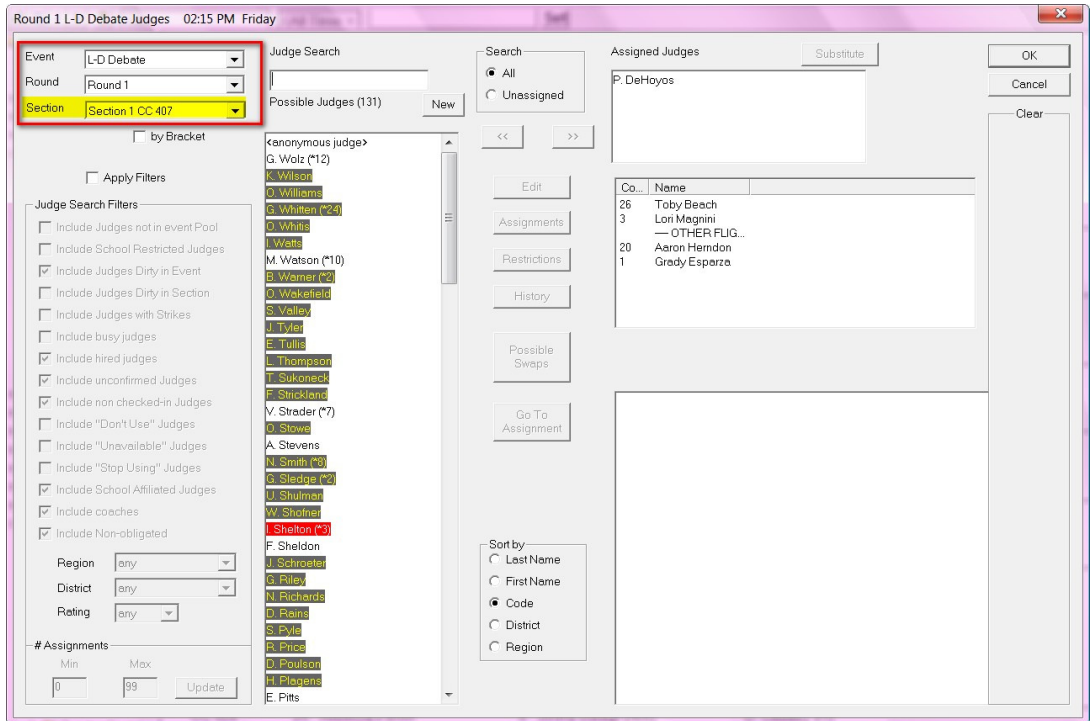
- Note what section of this round you are editing and change sections, if needed. If you come in via the navigation tree, you'll start with section 1. If you come in via the pairing, you'll start with the section you right-clicked.

- Note the list of competitors to whom you wish to assign a judge. Pay attention to the school code, etc. If you click on one of the competitors, you will see the details of that competitor in the box at the bottom right.
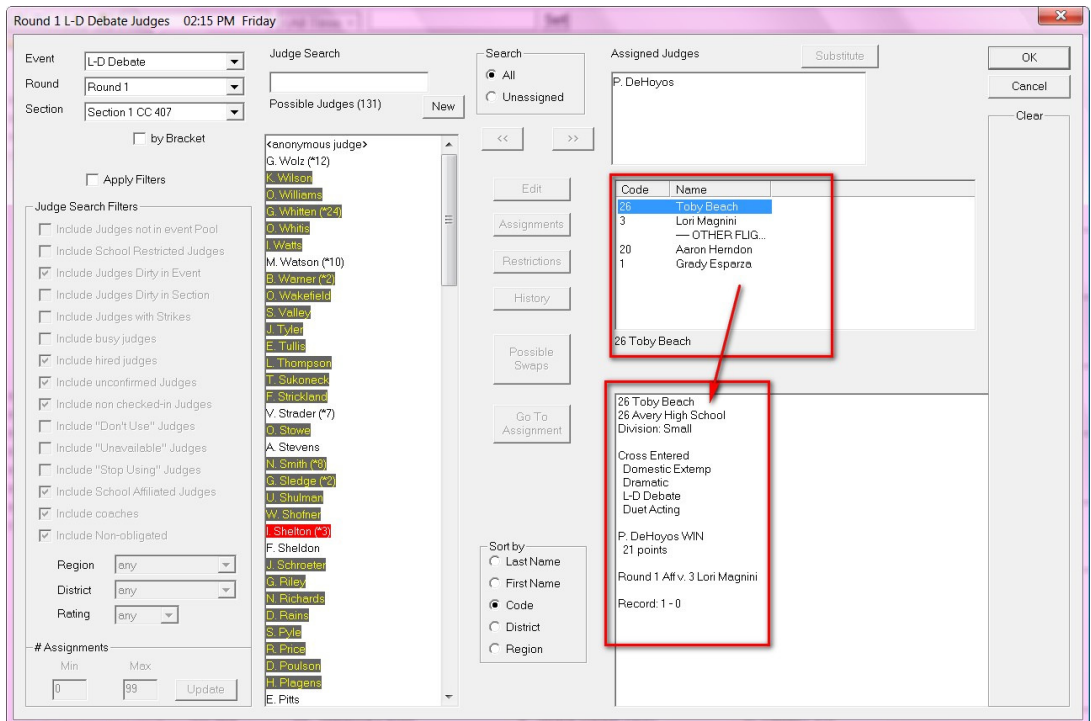
- The list of **Possible Judges** is color coded via the following scheme.

- Since this document is in black and white, the colors and the bolding have been described for you in the second column.
- Keep in mind that when the **Bold** appears, it indicates that this judge is marked (on the **Edit Judge** page) as preferring to judge this particular event. Judges in Bold are generally preferred over judges that do not appear in bold, but both are generally eligible to judge the round.

Name	Color/Bolding	Meaning
John Doe	No color/No bold	Available, not preferred
John Doe	**Bold**	Available and preferred
John Doe	Red/No Bold	Conflict recorded not preferred
John Doe	Red/**Bold**	Conflict and preferred
John Doe	Black/No Bold	Dirty, not preferred
John Doe	Black/**Bold**	Dirty and preferred
John Doe	Green/No Bold	(Debate only/Flighted rounds only) - judge has a conflict in the "other" flight (they are clear in "this" section, but the other flight doesn't work for this judge)
John Doe	Brown/No Bold	Already judging somewhere else –OR- time frame doesn't fit for this judge
John Doe	Brown/**Bold**	Already judging somewhere else -OR- time frame doesn't fit for this judge at this time and preferred
John Doe	Purple/No Bold	Has been recorded as a No show
John Doe	Blue/No Bold	Has already judged this event once, but is still clean in this section
John Doe	Blue/**Bold**	Has already judged this event once, but is still clean in this section and is preferred in this event
John Doe	Pink/No Bold	Judge has been marked "stop using"
~~John Doe~~	No color/No Bold w/Strikethrough	Strike
John Doe	Gray/No Bold	Judge has been marked "unavailable"
John Doe	Teal/No Bold	Region conflict

- Choose a judge from the "Possible Judge" box. If you click on a particular judge you will see the details for that particular judge in the box on the right such as the code/school for the judge, the event they've been signed up to judge and any current assignments.
- The rectangular box to the far right shows which sections this judge is clear to judge.

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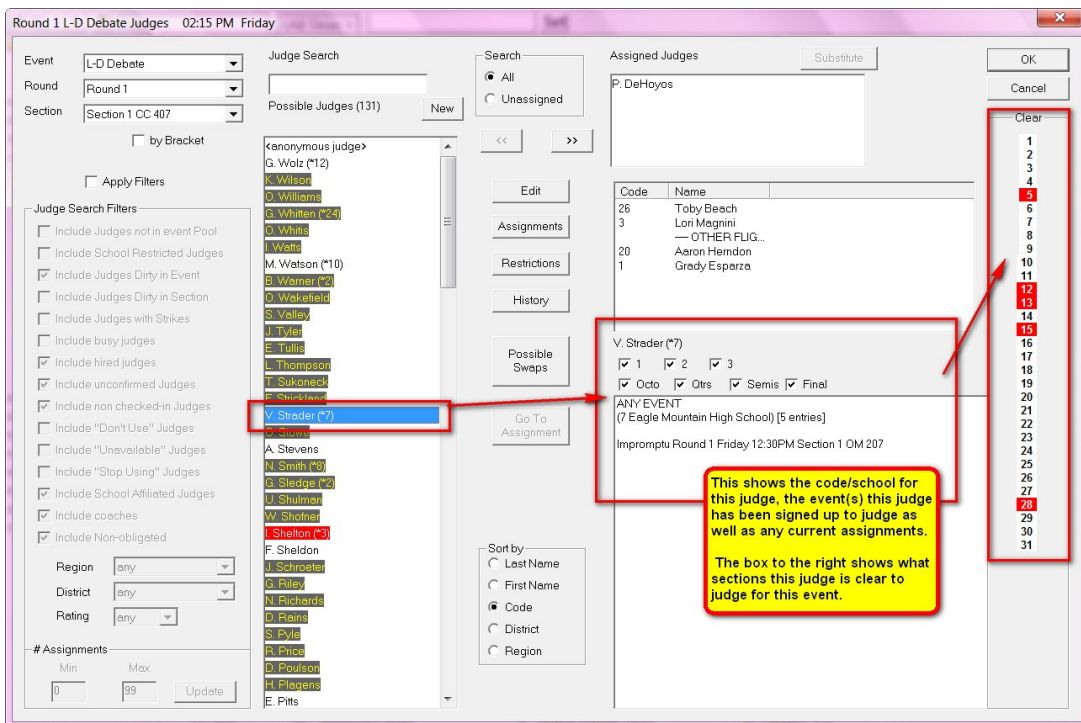
- Once you decide on the judge you wish to choose, double-click on the judge name. This judge will appear in the box labeled, "Assigned Judges". Click **OK**.
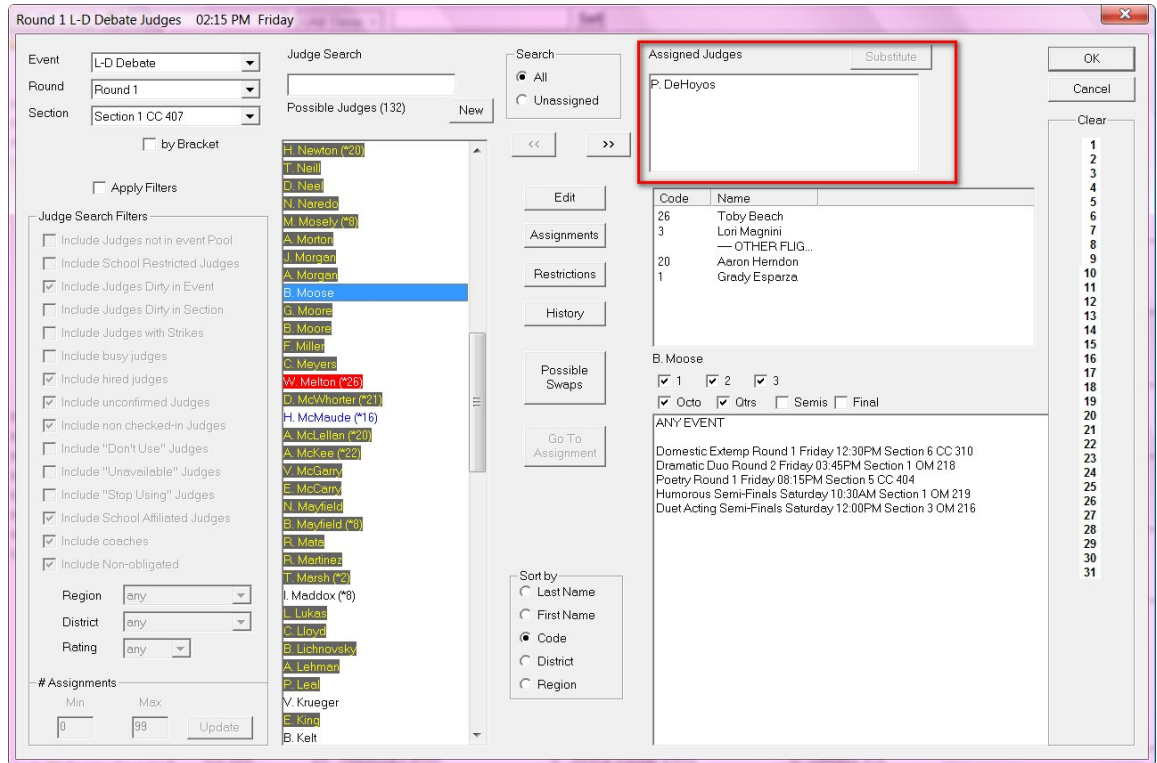
- **NOTE:** To vary the list of judges that are available for this round based on the criteria set for the judges, click on the **Apply Filters** button in the middle of the page. This option will enable the filter selections at the left of the dialog. **NOTE: You may change this list of judges by selecting and deselecting any of the filter options.**
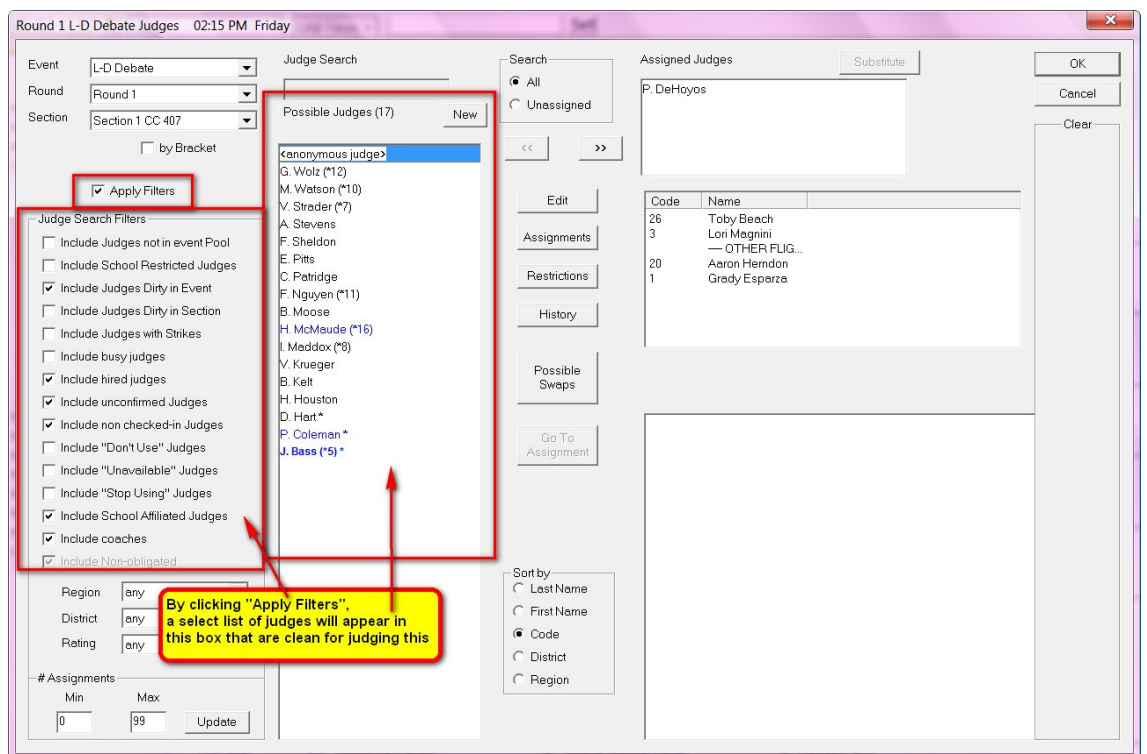
- **NOTE:** Each judge has an **Edit Judge** page where judge preferences may be recorded. (For more information, see the **Add Judges** portion of this manual in the **Things to do BEFORE the tournament** section.)

- The **Filters** portion of this judge assignment dialog will change the list of judges displayed in the "Possible Judges" list on the left-hand side. Clever use of the filters will limit the number of unsatisfactory judges you may need to filter thru to find a judge for a specific section of an event.:

Filter Option	Selecting this filter option will…	Deselecting this filter option will…
Include Judges not in event Pool	include judges that do not have this event selected as a "preferred" event on the "Edit Judge" dialog.	only include judges in this list who have this event selected as one of the preferred events.
Include School Restricted Judges	Include judges that have restrictions against schools represented in the particular section	not include any judges with school restrictions precluded in the specific section
Include Judges Dirty in Event	include judges that have already judged this event in another round (you will still be able to determine if the judge has judged the specific competitors in a given section)	exclude all judges which have already judged this event in another round (even if they have not seen competitors in the current section). This option is handy if you do not allow judges to judge an event more than once
Include Judges Dirty in Section	include judges which have already judged one or more competitors in the current section.	exclude judges which have seen one or more competitors in the current section
Include Judges with Strikes	include judges that have judge strikes that have been recorded on the "judge restriction" page.	not include judges that have judge strikes that have been recorded on the "judge restriction" page.
Include Busy Judges	include judges that are already judging a round during that timeframe. This option can be handy when attempting to find a judge that could judge a tightly constrained section (perhaps no remaining available judges can judge this section, but a swap might be possible)	not include judges that already have an assignment during this time frame.
Include Hired Judges	include judges that have been marked as "hired" on the "edit judge" dialog.	not include judges that have been marked as "hired" on the "edit judge" dialog.
Include Unconfirmed Judges	include judges that have been marked as "confirmed" on the "edit judge" dialog.	not include judges that have been marked as "confirmed" on the "edit judge" dialog.
Include Non Checked-in Judges	include judges that have not been marked as "checked-in" on the "edit judge" dialog.	not include judges that have not been marked as "checked-in" on the "edit judge" dialog.
Include "Don't Use" Judges	include judges that have been marked as "don't use" on the "edit judge" dialog.	not include judges that have been marked as "don't use" on the "edit judge" dialog.
Include "Unavailable" Judges	include judges that have been marked as "unavailable" on the "edit judge" dialog.	not include judges that have been marked as "unavailable" on the "edit judge" dialog.
Include Stop Using" Judges	include judges that have been marked as "Stop Using" on the "edit judge" dialog.	not include judges that have been marked as "Stop Using" on the "edit judge" dialog.
Include School Affiliated Judges	include judges that have school affiliations (to any school, not necessarily those in the current section)	exclude judges that have school affiliations (to any school)
Include Coaches	Include coaches in the judge pool	not include coaches in the judge pool.
Include Non-obligated	include judges that have met their obligation (in this context, judges are assumed "obligated" one round past their last competitor's last round)	exclude judges that have met their obligation (in this context, a judge has "met" their obligation if they have judged one round past their last competitor's last round)

Joy of Tournaments Training Notes

- **NOTE: Difference for Debate -** It is possible to see a list of possible swaps for a judge. To do this, click on **List Possible Swaps.** Then, select a judge from the **Possible Judges** box. On the right, the judge information will appear with a list of sections where this judge is clear to judge. ,

- **HINTS:** In the middle of the page you will see other buttons that help with assigning judges.

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Joy of Tournaments Training Notes

Editing a Judge

- Sometimes it is necessary to edit a judge while you are trying to assign judges. Click on the name of a judge in the **Possible Judges** box. Then, click on **Edit** and the **Edit Judge** box will appear. This will allow you to edit any information you have on that judge.

Assignments for a Judge

- Sometimes it is necessary to view a judge's assignments in order to make changes. Click on the name of a judge in the **Possible Judges** box. Then, click on **Assignments** and the **Judge Assignments** box will appear. This will allow you to view all assignments for this particular judge. You may also delete, substitute or add assignments from this dialog.

Restrictions for a Judge

- Sometimes it is necessary to edit a judge's restrictions while you are trying to assign judges. Click on the name of a judge in the **Possible Judges** box. Then, click on **Restrictions** and the **Judge Restrictions** box will appear. This will allow you to edit any restrictions for this particular judge. **NOTE:** From this page you can also edit strikes, entries and districts from the tabs at the top of this box.

History of a Judge

- Sometimes it is necessary to view which students this judge has seen while you are trying to assign judges. Click on the name of a judge in the **Possible Judges** box. Then, click on **History** and a list will appear in the box on the right. This list will show you what competitors this judge has seen so far in the tournament.
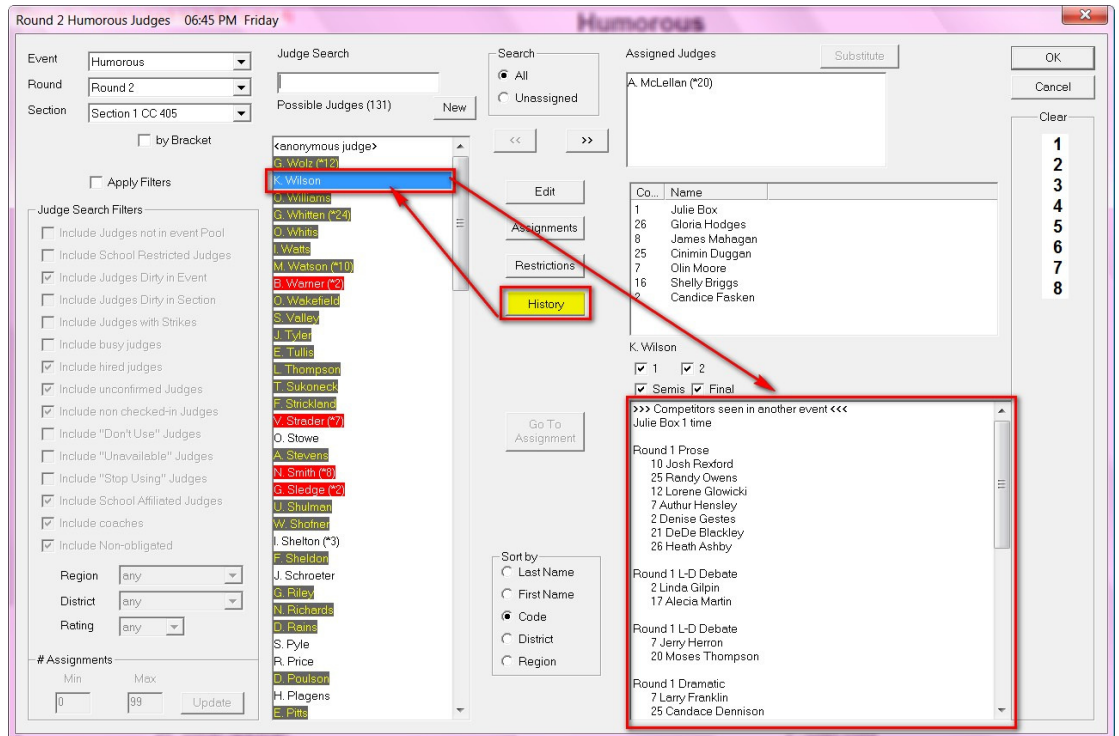
Substitute a Judge

- **-** Sometimes it may be easier to use the **Substitute** button when switching judges. If you already know the name of the judge and there is no need to search your database for a replacement, you may do so easily.
- To do this, click on the name of the judge at the top in the **Assigned Judge** box. This will enable the **Substitute** button. Click on **Substitute** and the **Substitute Judge** box will appear. The default is set to search by last name; however, you may change the filter to sort by first name or code, too. Type in the judge name you wish to substitute and when found, it will be highlighted. Double-click on the name and the judge in the assigned judge box will be replaced with this substitution.

Entering a Ballot

- To enter a ballot, double-click on an event and then on the round. Right-click on the section. Then select **Enter Rank** from the dropdown menu.

Entering a Ballot for Individual Events/Interpretive Events

- Open the navigation tree by double-clicking on **Events** and then on the specific event.
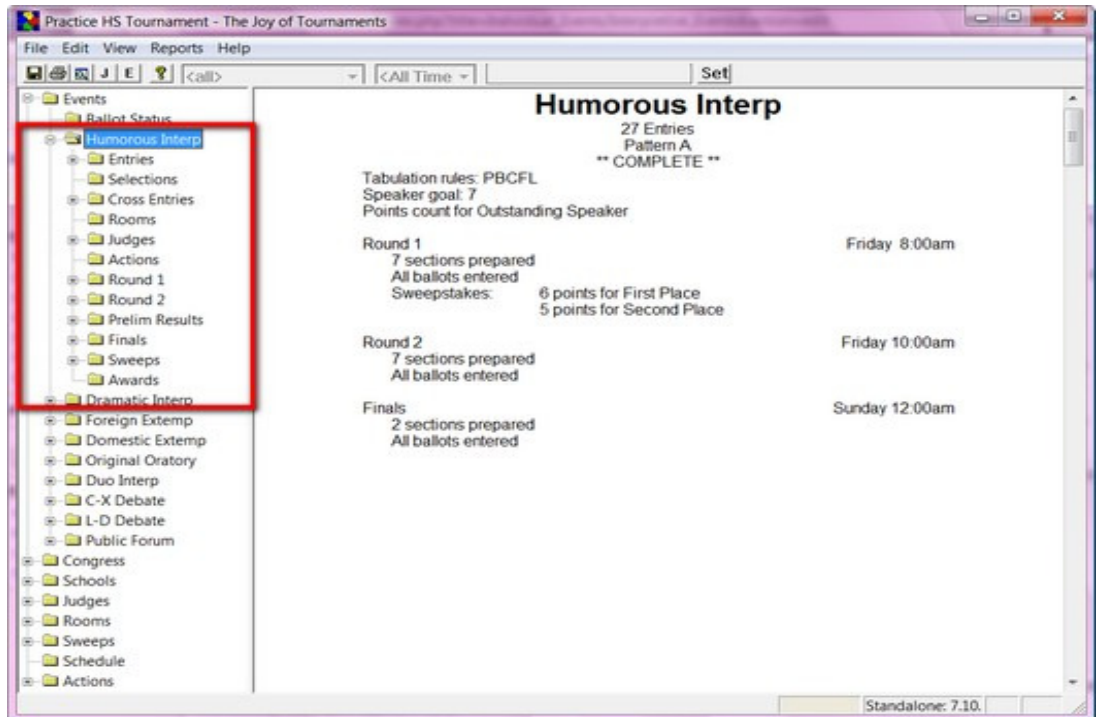
- Once the navigation tree is open under the event you will tabulate, click on the "+" sign beside the round you wish to tabulate, and the navigation tree will open further to reveal all the sections. Next, right-click on the section that you wish to tabulate and a drop menu will appear. You will either choose the **Enter Ranks** or **Enter Points** option. Either choice will work.

- **Note -** *If you are entering Points on the ballot, the program is designed so that if you enter the points, the computer will automatically rank the students based on the points that were entered. This is helpful in verifying the ballot. To use this option, select* **Enter Points.**
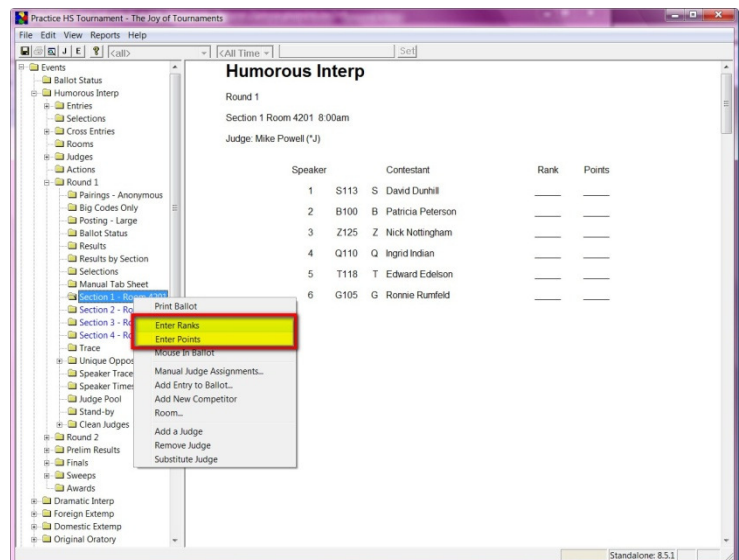
- **HINT: If the "enter points" column does not show up or the option to enter points is not on the ballot, you can turn that on.** To do this, right-click on the event name, then on **Properties**.
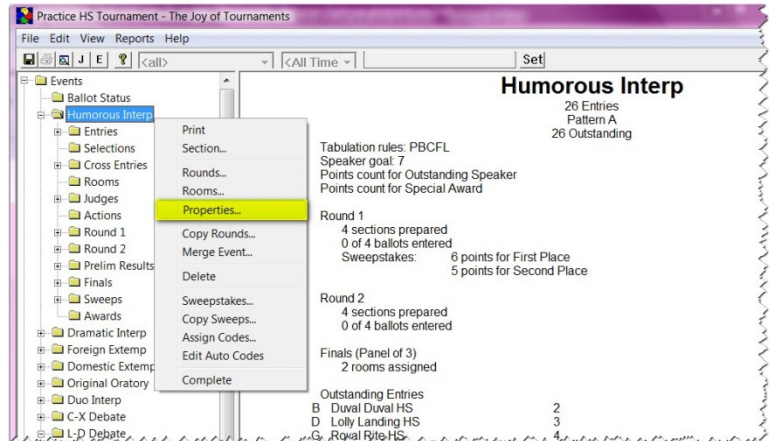
- When the **Properties** box appears, click the **Points** option, then click on **OK.**
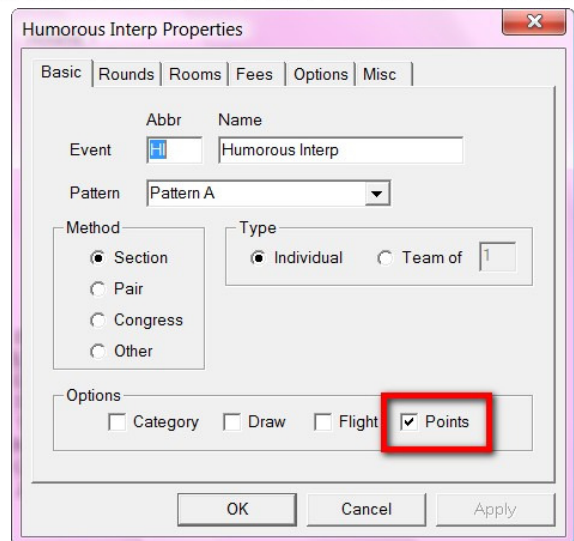
- Once the ballot appears, the cursor will be on the right side in either the **rank** or **points** column. (This example shows the **Enter Points** option.

- Type in the number of points and press 'enter', and the cursor will automatically move to the next blank.
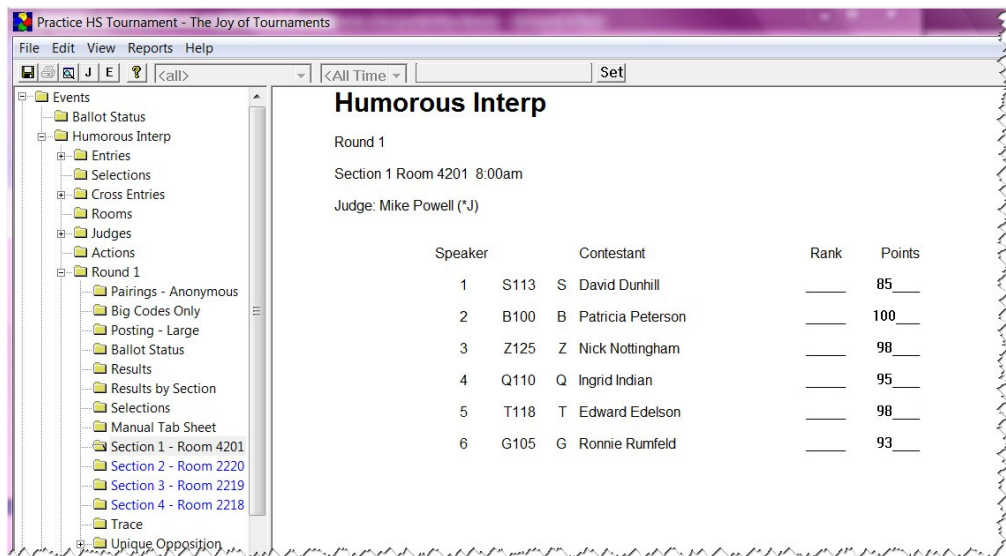
- When you press enter on the last score, the computer will automatically figure the ranks for you.
- **NOTE:** If you need to re-rank or correct a ballot, repeat the process by right-clicking on the section and selecting either **enter ranks or enter points** and correct the error.
- Continue until all ballots have been entered. **NOTE:** No-shows may be entered as an "N" or a zero.
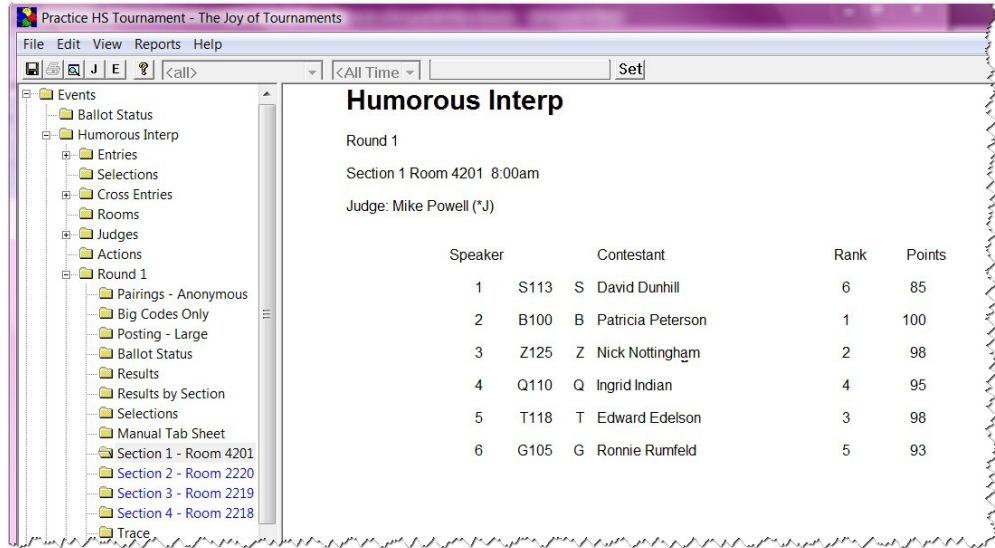
- **NOTE:** While entering ballots, you may accidentally skip a rank. If you do this, you will receive a warning similar to this one that alerts you to which rank is missing.
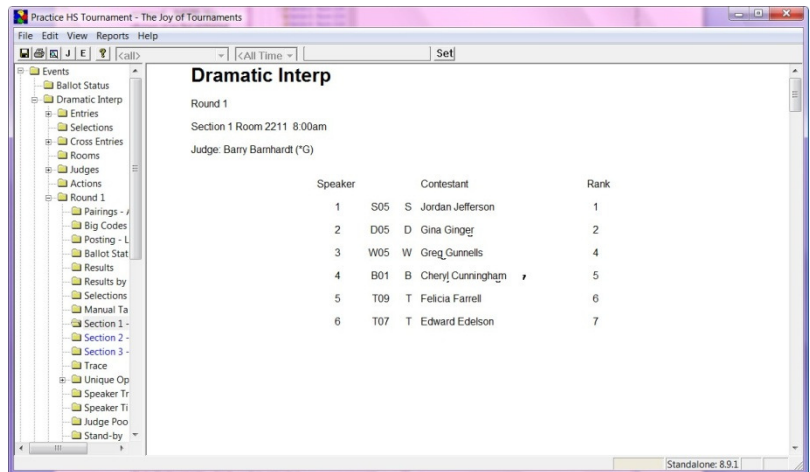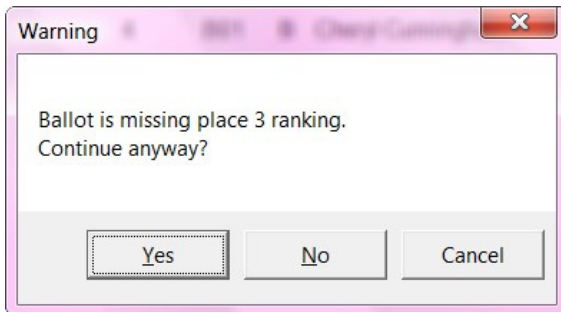
- **NOTE:** While entering ballots, sometimes you may have ties. If you allow ties and do not want to receive a warning each time you enter a ballot with a tie, you may turn off this function.
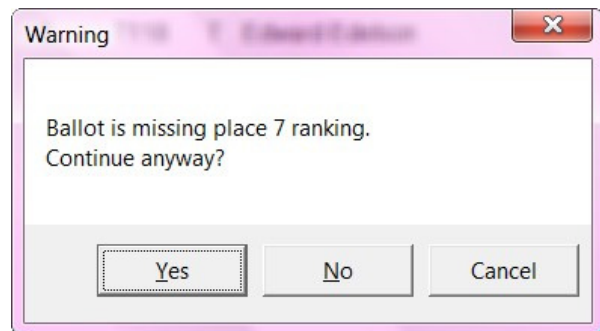
- To do this, right-click on the event on the navigation tree. When the dropdown menu appears, click on **Properties.** When the Properties box appears, click on **Options.** Click the box next to the option that says, "Allow ties for last place on ballots." Click **OK.**
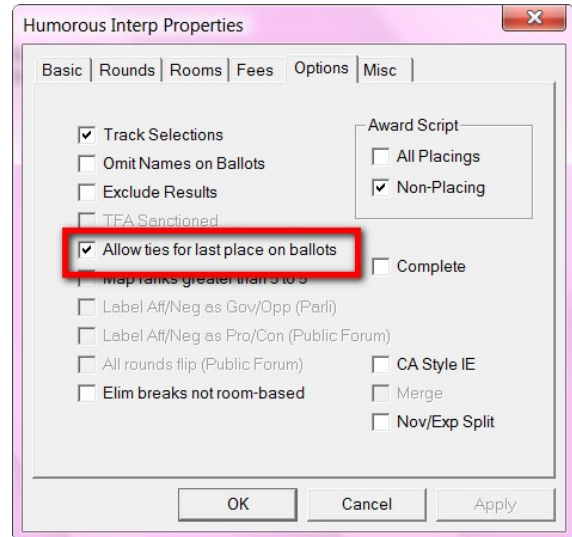
- **Ranks greater than 5** - If you have sections that are large, unbalanced, or if your rules require it, you may wish to change the ranks 6, 7, and 8 to a rank of 5. To do this, right-click on the event on the navigation menu, then when the dropdown menu appears click on **Properties**. When the Properties box appears, click on **Options.** To enable this feature, click the box next to "Map ranks greater than 5 to 5." Click **OK.**

WARNING: selecting this option CHANGES the ranks greater than 5 to 5, so it is not possible to use the "actual" ranks as a tie-breaker if this option is selected.
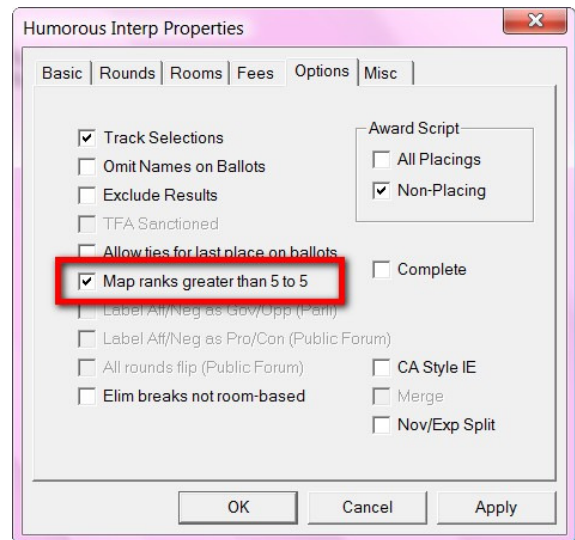
Joy of Tournaments Training Notes

- **Making Changes to the IE Ballot/Posting** - Sometimes it is necessary to edit, drop, remove, or substitute a competitor, etc.
- To make changes to this schematic, right-click over a competitor name from the schematic.
- **Remove** – When you select **Remove** from the list, the competitor will be removed from the schematic.
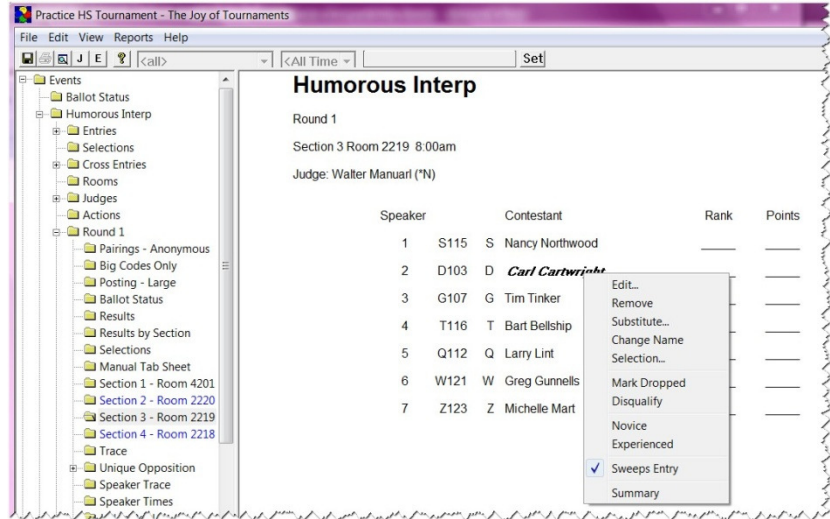
- **Substitute a Competitor When Entering a Ballot -** When you select **Substitute** from the dropdown menu, the **Squad Competitors** box will appear. From here, you can select a different competitor from the same school.
- You may also substitute a student from another school by clicking on the dropdown arrow and choosing the appropriate school.
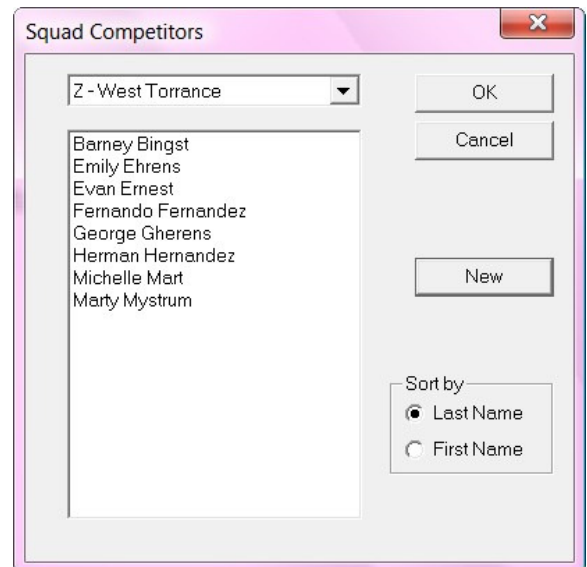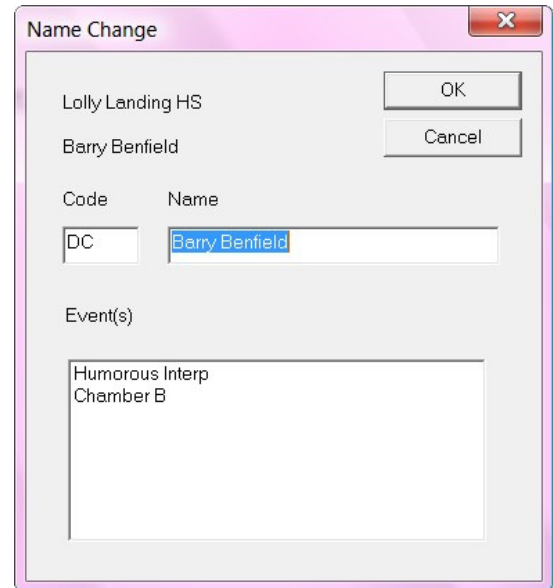
- If the competitor doesn't appear in the list, you may select **New** and enter the code and name of the new competitor into the **Add New Competitor** box. Once you have completed the information, click **OK.**
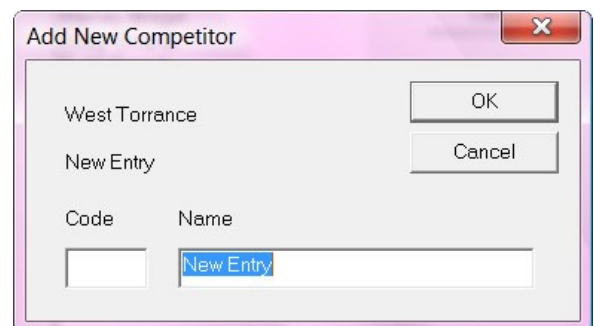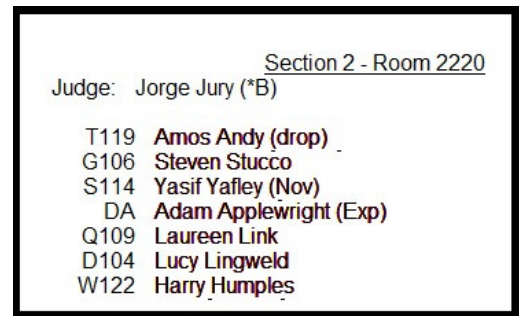
- **Change a Competitor Name When Entering a Ballot -** When you select **Name Change** from the dropdown menu, the **Name Change** box will appear. From here, you can type over the blue highlighting in the **Name** box. The event(s) where this competitor will compete is in the bottom box. Once you have changed the name, click **OK**. **NOTE: This process changes the name for this student in each of the events listed at the bottom of the dialog.**

- **Labeling a Student While Entering a Ballot -** If a student needs to be dropped after the tournament has begun and ballots have been entered, it is best to "mark the student dropped". To do this you will right-click over a student's name and select **Mark Dropped** from the dropdown menu. The word (drop) will appear in parenthesis after the student's name on the schematic. This will allow you to visually see where the student appears in the schematic. Later, you can right-click and **Remove** the name once you are sure that the student will not return.

- If you wish to keep track of which students on the schematic are novice and which are experienced, you may do so by right-clicking on the competitor name and selecting either **Novice** or **Experienced.** By doing this, you will label the competitor and the abbreviations (Nov) or (Exp) will appear beside the student's name.

- **Note:** For all of the above three options, **Mark Dropped, Novice and Experienced,** the computer will label the competitor on the schematic. This picture shows only one section and shows how the abreviation will look when marking the schematic.

Joy of Tournaments Training Notes

- **Viewing a Competitor's Summary -** If you would like to see a full summary of a competitor's record, right-click on a student's name and choose **Summary.**

- The record will appear on the screen on the right-hand side. You will be able to view the scores for this person in each event as well as the sections where this student will appear for all scheduled rounds.
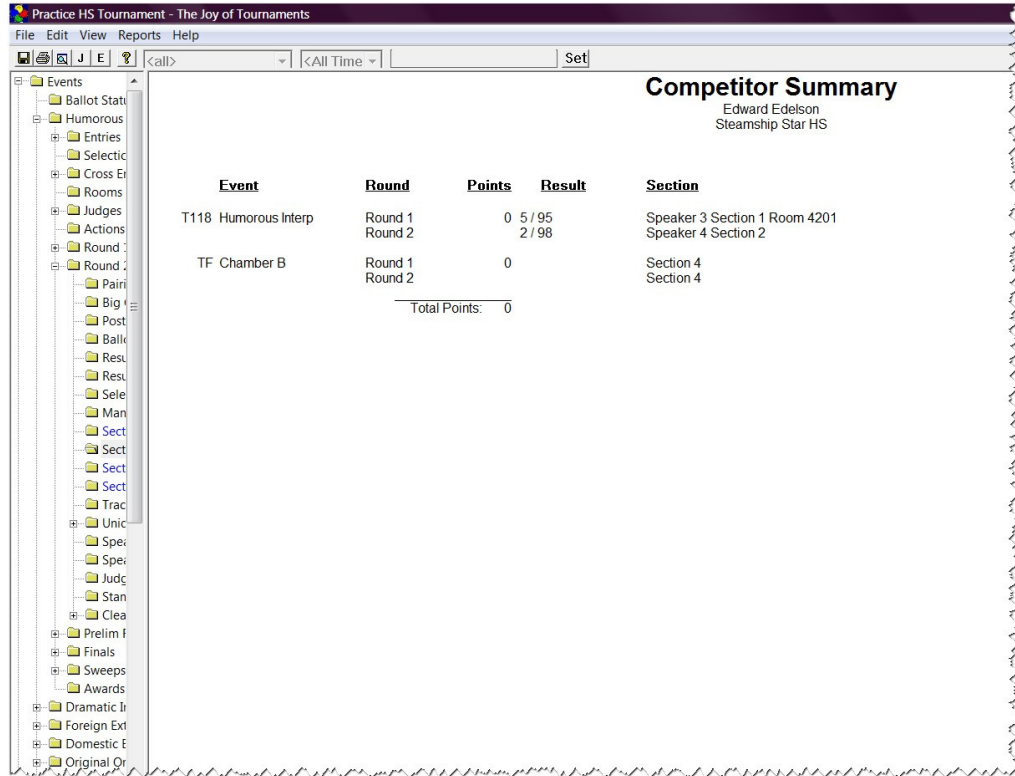
Entering a Ballot for Debate Events -

Click on the "+" sign beside the word 'events' in the left hand window and the navigation tree showing all the events will open.
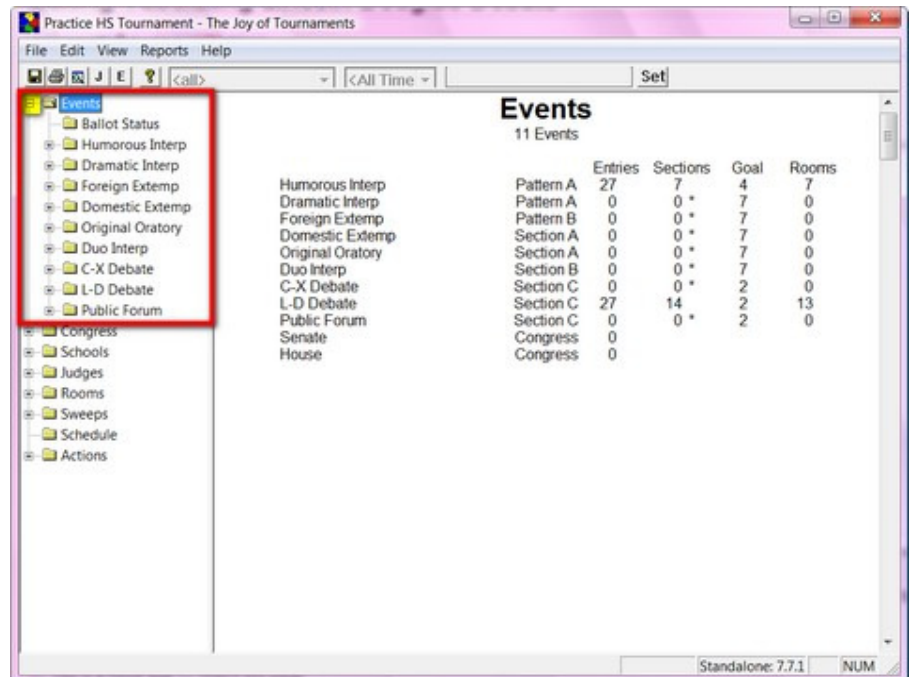
- In the left hand window, click on the "+" sign beside the debate event you wish to tabulate, (this example uses Lincoln Douglas), and it will open the navigation tree under the event.
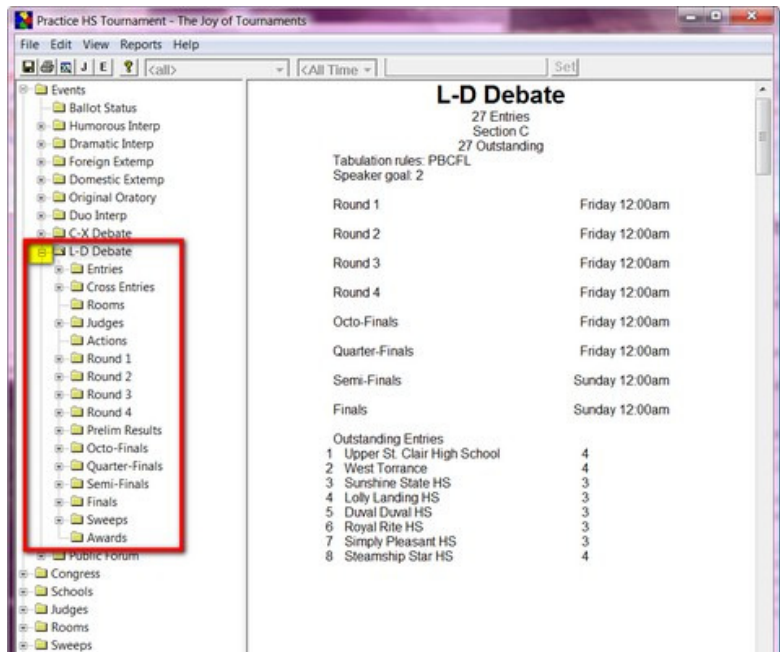
- Right click on **Round 1** and when the dropdown menu appears, click on **Enter Ballots.**
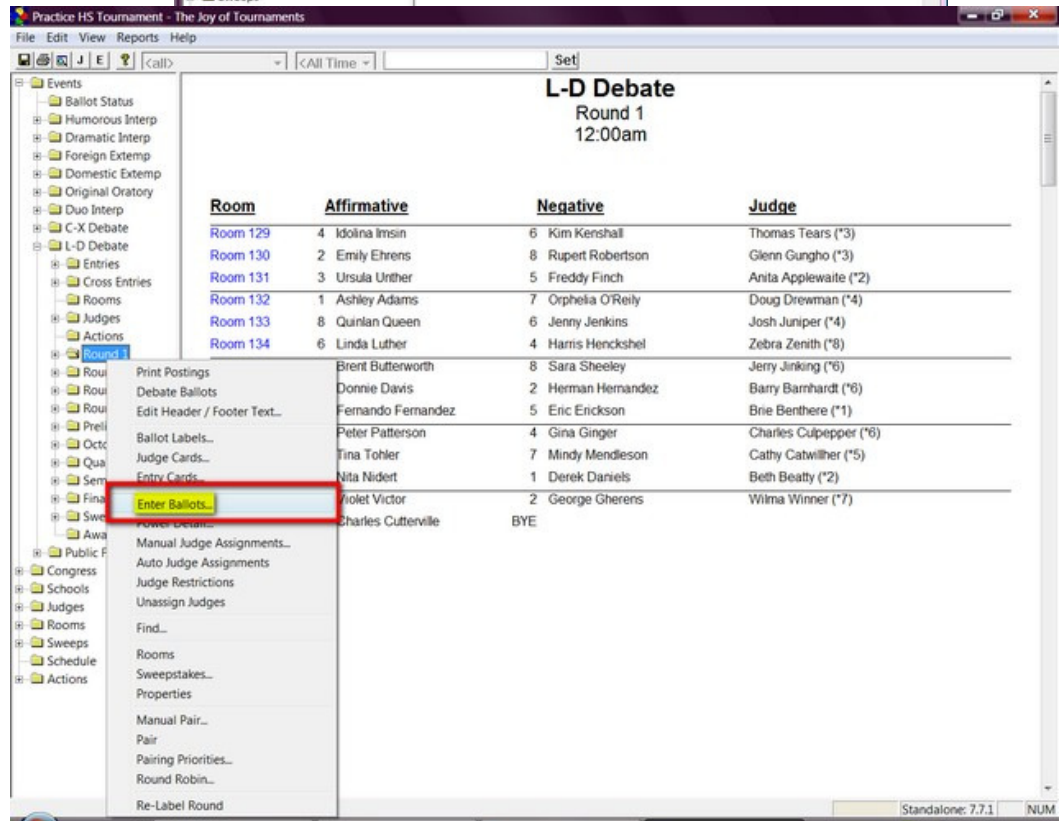
s

- When the "Ballot Entry" box appears, double-click on the room for which you wish to enter scores.
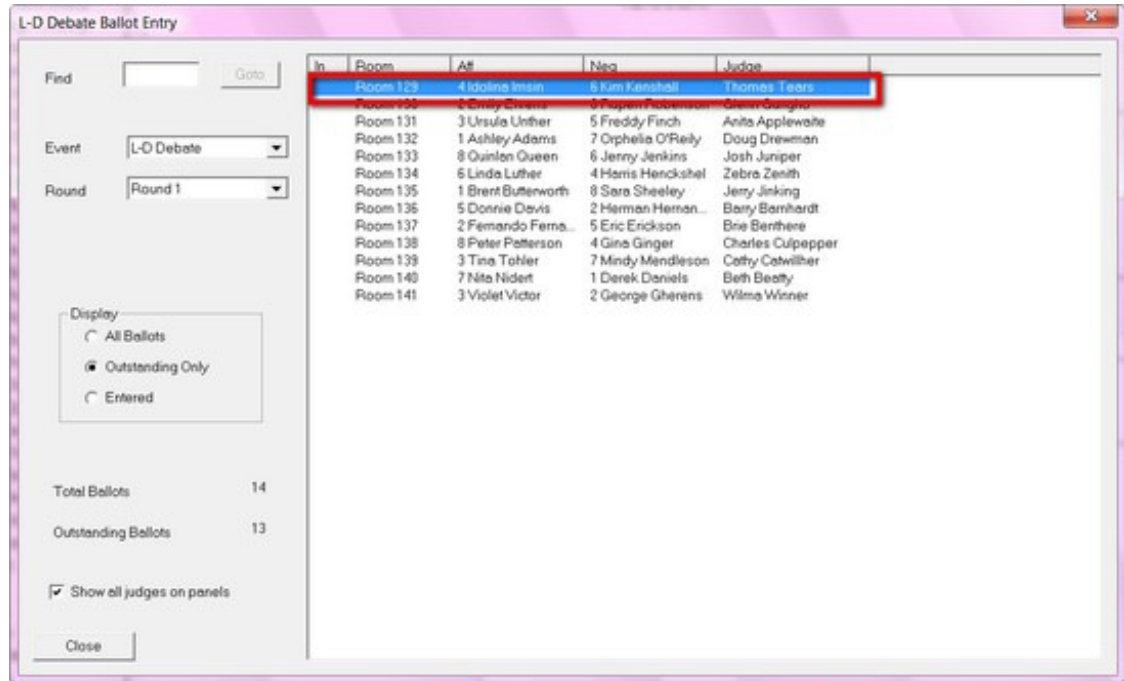
- When the next box appears, enter the points and select the winning side by clicking the circle next to the appropriate choice for this round.
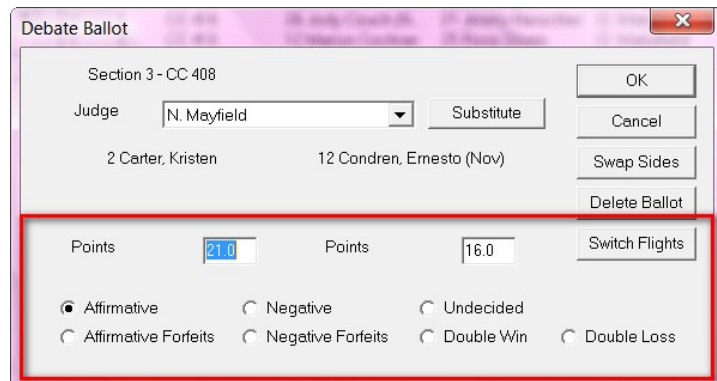
- If for some reason the speakers debated the opposite side than was posted, you may change this by clicking on **Swap Sides.**

- You may quickly enter the ballot for the "other" flight of this same room by clicking on **Switch Flights.**
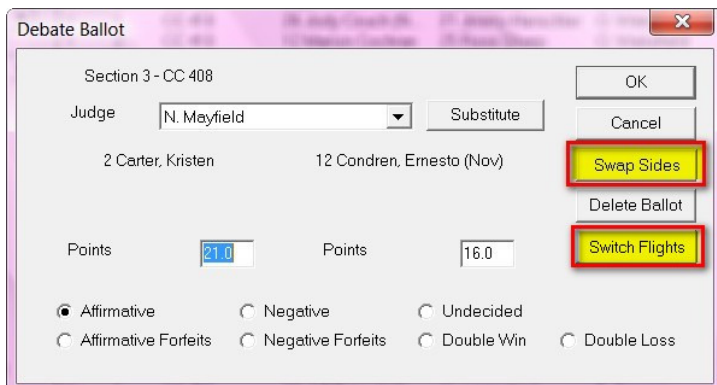
- **NOTE**: You may switch out a judge from this screen. Click on the **Substitute** button to bring up the judge **Substitute Judge** dialog.
- **HINT**: If you wish to save time and use some simple key strokes:
    - ✓ Ctrl S = swap sides
    - ✓ Ctrl F = changes flights
    - ✓ Tab = moves you between fields
    - ✓ A = for Aff
    - ✓ N = for Neg.
- Essentially, on this ballot, if you make sure that the cursor is in the "points" box, then you could enter the numbers for the points, hit tab to move to the next set of points, tab, enter the numbers again, tab, then hit A or N and enter. The ballot would be finished.
- When you are finished editing the scores, click **OK.** This room/section will disappear off the list of outstanding ballots on the "Ballot Entry" window..
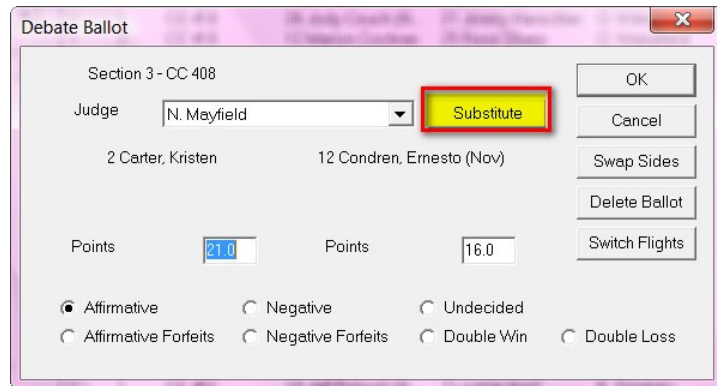
Advancing Students from Prelims to the First Elim Round

- **Advancing/Breaking IE's to Elimination Rounds -** Make sure you have entered all your ballots for the preliminary rounds. (Double-click on an event and then on the round. Right-click on the section. Then select **Enter Ranks** from the dropdown menu.)

- To verify that all the ballots have been entered (for each round). To do this, open the event and then open the Round. Click on the **Ballot Status** folder. If all ballots have been entered, you will see a note at the top of the page indicating that "All Ballots have been Entered." If you are missing ballots, the outstanding ballots will show up with the judge name in red.
- Next, if you haven't created your next round and set up your rooms, you need to do this first. (Refer to the "Before Tournament" instructions.)
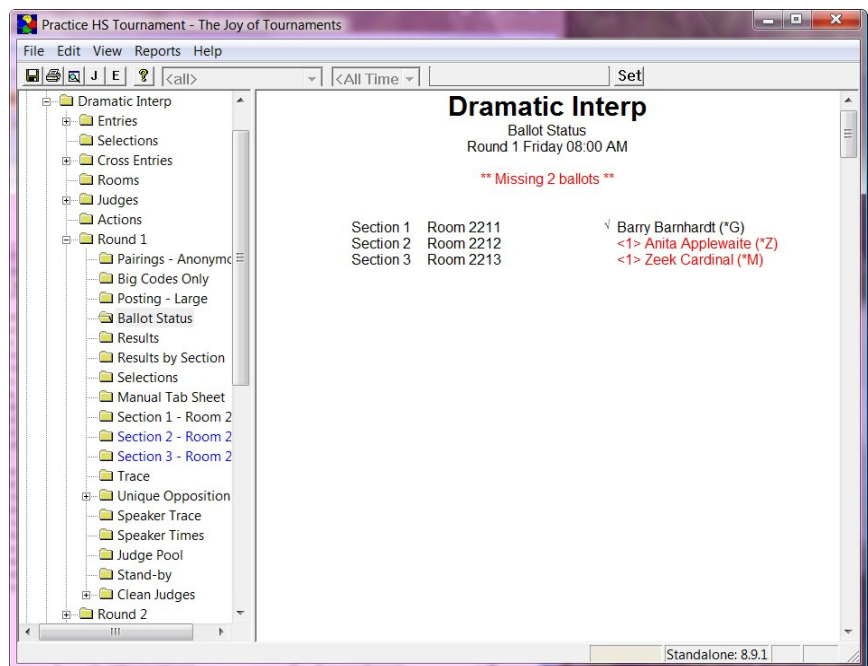
- Once all ballots for every preliminary round have been verified, click on the "+" sign beside the event you wish to break to elimination rounds.
- Next, click on the "Prelim Results" folder. The results as they stand will appear on the right side.
- **NOTE:** If there is an error and the contestants are out of order, you may change the ranking. (To do this, go to the navigation tree, and right-click on the event. Select "properties". Click on the **Misc** tab. The order that the students appear on the "prelim results list" is determined entirely by the rules specified in the "Prelim Ranking Rules" drop-down. (For further information, see the "Set up the rules for your events" section in the "Things to do <u>before</u> your tournament" portion of this guide.)
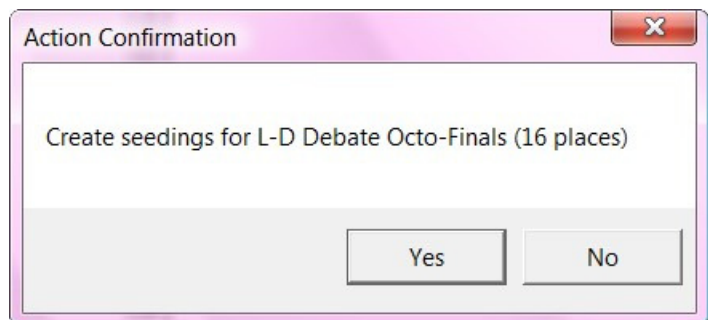
Humorous Interp
Preliminary Results
27 Total entries / 27 Eligible

#	Entry	Total Ranks	Total Points
1	Z08 Marty Mystrum	1 1 / 0 0	2 / 0
2	D03 Barry Benfield	1 1 / 0 0	2 / 0
3	Q06 Ingrid Indian	2 1 / 0 0	3 / 0
4	G12 Ronnie Rumfeld	1 2 / 0 0	3 / 0
5	S01 David Dunhill	1 2 / 0 0	3 / 0
6	Q07 Kimberly King	1 3 / 100 0	4 / 100
7	B03 David Dudley	3 1 / 92 0	4 / 92
8	Q08 Laureen Link	3 1 / 0 0	4 / 0
9	Z09 Nick Nottingham	1 3 / 0 0	4 / 0
10	W07 Jackson Jacks	2 2 / 0 0	4 / 0
11	W05 Greg Gunnells	2 2 / 0 0	4 / 0
12	Q09 Larry Lint	2 3 / 0 0	5 / 0
13	D04 Carl Cartwright	4 1 / 0 0	5 / 0
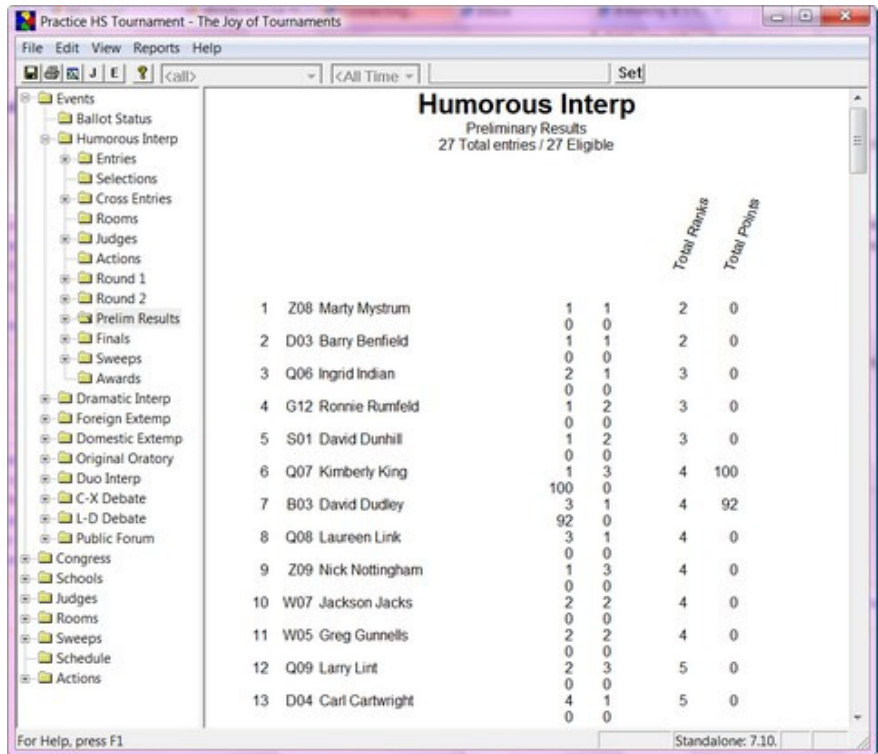
- If you move the arrow over the names on the right side you will see a line appear. As you move the mouse the line will move, too. Move the line under the last name/place that should break to the elimination round. Double-click under the name.

Humorous Interp
Preliminary Results
28 Total entries / 26 Eligible

#	Entry	Total Ranks	Total Points
1	T116 Bart Bellship	1 1 / 100 929	2 / 1029
2	G106 Steven Stucco	1 2 / 100 98	3 / 198
3	S114 Yasif Yafley (Nov)	2 1 / 99 99	3 / 198
4	T117 Annie Appleton	2 2 / 98 99	4 / 197
5	Q109 Laureen Link	4 1 / 97 100	5 / 197
6	T119 Amos Andy	1 4 / 100 96	5 / 196
7	Z125 Nick Nottingham	1 5 / 100 97	6 / 197
8	Q111 Kimberly King (Exp)	1 5 / 100 95	6 / 195
9	D104 Lucy Lingweld	5 2 / 96 100	7 / 196
10	DA Adam Applewright	3 4 / 98 98	7 / 196
11	S115 Nancy Northwood	4 3 / 97 99	7 / 196
12	B100 Cheryl Cunningham	2 5 / 98 96	7 / 194
13	G107 Tim Tinker	2 6 / 99 95	8 / 194
14	Q112 Larry Lint	5 3 / 95 97	8 / 192
15	G105 Ronnie Rumfeld	6 2 / 90 98	8 / 188
16	D103 Karl Cartwright (Nov)	3 6 / 98 94	9 / 192
17	T118 Edward Edelson	5 4 / 95 96	9 / 191
18	Q110 Ingrid Indian	3 6 / 97 93	9 / 190
19	W122 Harry Humples	6 4 / 95 97	10 / 192

- The **Set Breakpoint** box will come up to verify your selection that you will advance.
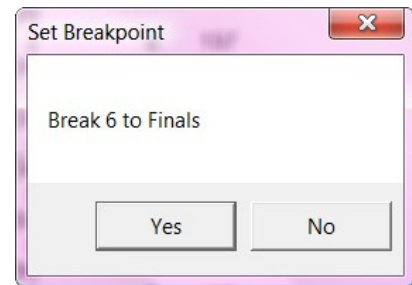
- Click on the "+" sign beside the elimination round folder and click on "Qualifiers". The list of qualifiers will appear on the right side.
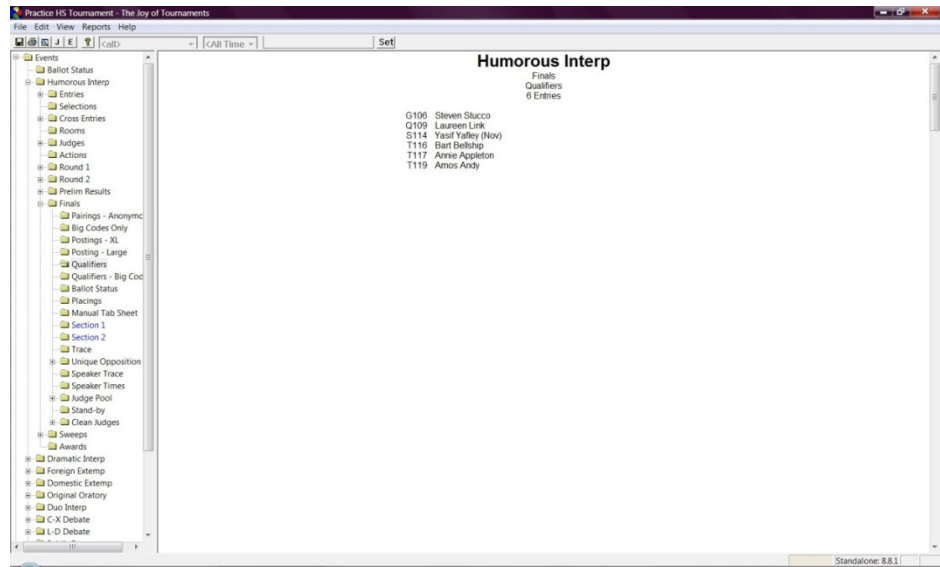
- **NOTE:** Should you need to revise this list of qualifiers, you may do so at this point. To remove a student (for illness of whatever miscellaneous reason), move your mouse over the student's name and select "Remove". Any students that you remove will not be scheduled in the round when it is created.

- Should you need to add a qualifier, right-click in the right-hand pane (somewhere on the page on the right but **not** over a student's name) and select "Add Qualifier". You may add a student to this list, if appropriate.

- To section the elimination round, go to the navigation tree and right-click on the elimination round folder and select "Create Sectioning."
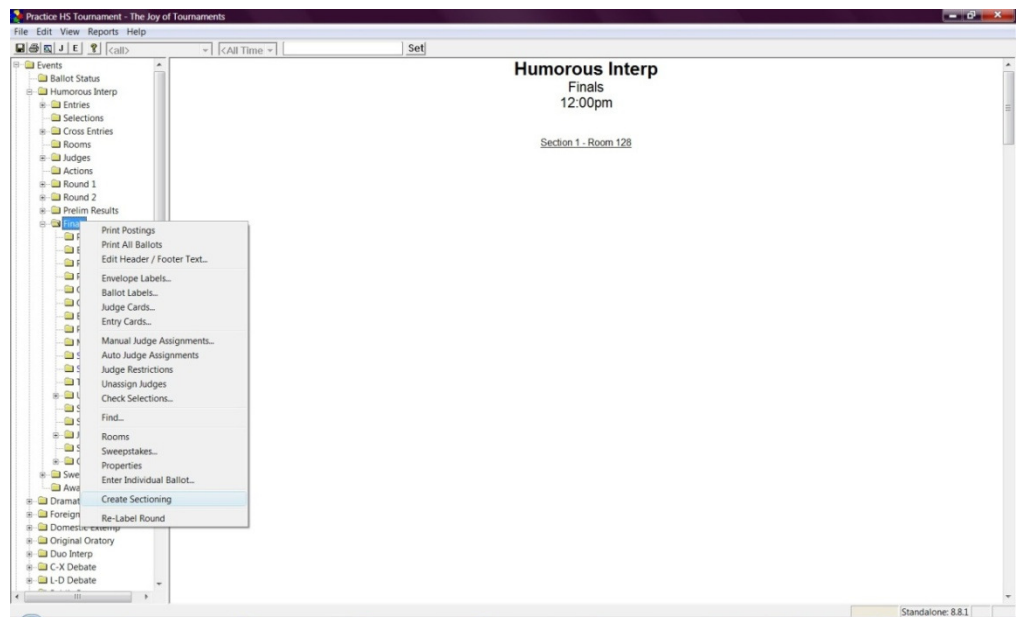
- **Advancing/Breaking Debate Events to Elimination Rounds** - Make sure you have entered all your ballots for the preliminary rounds.

- Verify that all ballots have been entered. To do this, you will click on the event, then on the round. Under the round folder there is a **Ballot Status** folder. When you click on this you will see the each room listed on the right. If all ballots have been entered, the names will appear in black with an indicator at the top of the list that says, "All Ballots In". If there are missing ballots, the indicator will tell you how many ballots are missing at the top and you will see the judge names in red.

- Once all ballots have been verified, make sure that you have created your next round (for elims) and assigned the room. (Refer to the "Before Tournament" instructions.)

- Click on the "+" sign beside the event you wish to break to elimination rounds.

- Next, open the "Prelim Results" folder on the navigation tree. Then, click on **Rankings.** The results as they stand will appear on the right side.

- **NOTE:** If there is an error and the results to this point seem to be out of order, you may change the order by modifying your tabulation method. Go to the navigation tree, and right-click on the event. Select "properties". Click on the **Misc** tab. The order that the students appear on the "Preliminary Round Rankings" page is determined entirely by the rules specified in the "Tabulation Method" drop-down. (For further information, see the "Set up the rules for your events" section in the "Things to do <u>before</u> your tournament" portion of this guide.)
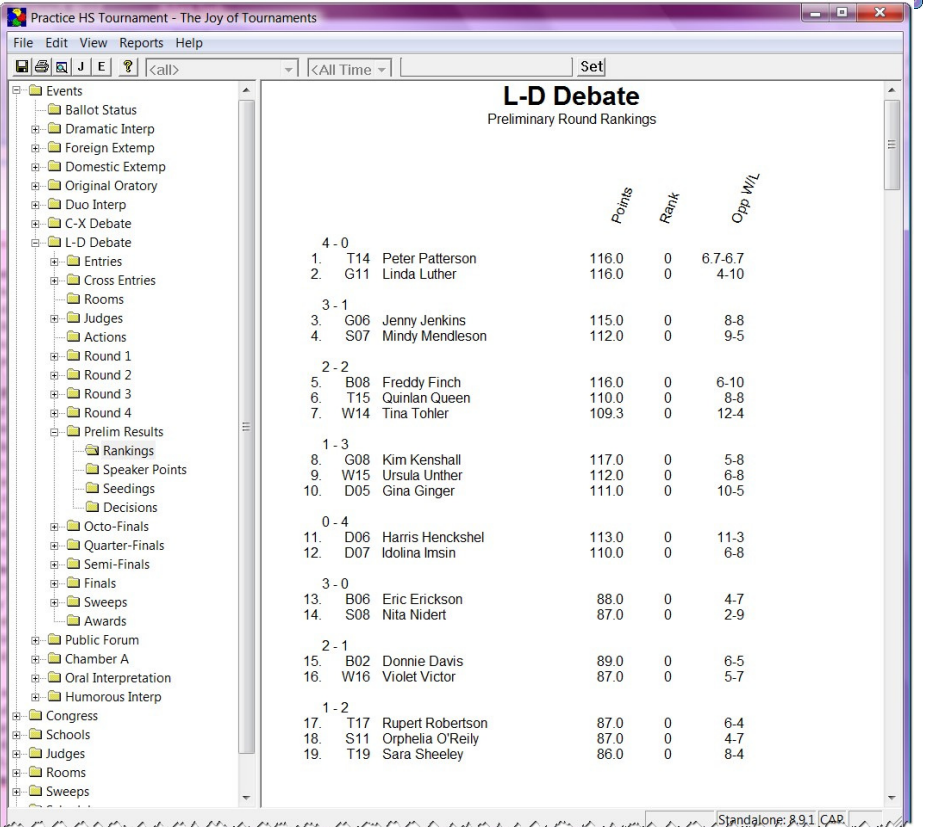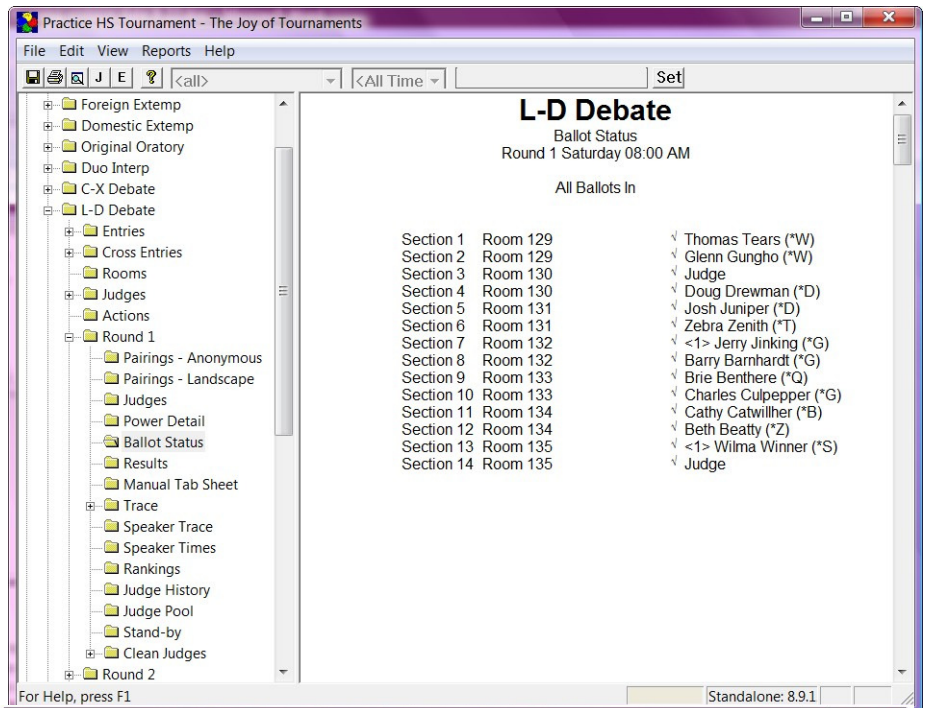
- To advance the top students into the next round, go to the navigation tree on the left and right-click on **Seedings.** Then, click on **Create Seeding** from the dropdown menu.
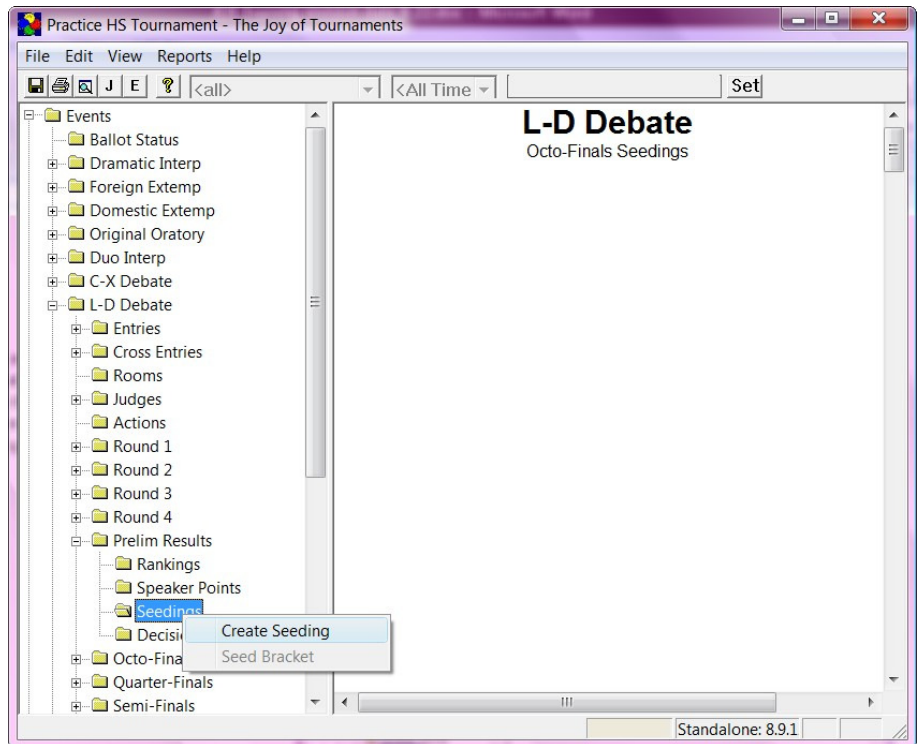
- When the "Action Confirmation" box appears, verify the information is correct and (if it is correct) click **Yes.**

- The list of qualifiers/seedings for the next round will appear on the right hand side. Again, verify the information is correct.
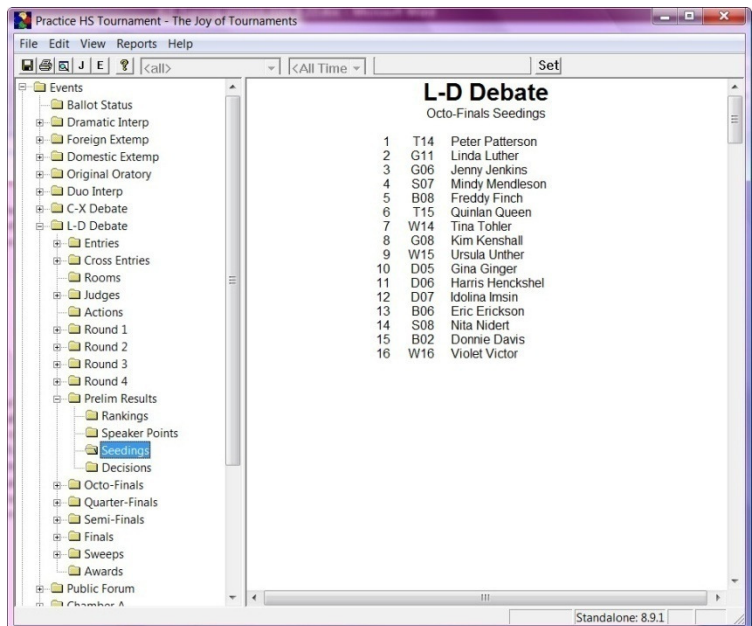
- Next, under the Prelim Results folder, right click on **Seedings,** and then select, **Seed Bracket.**
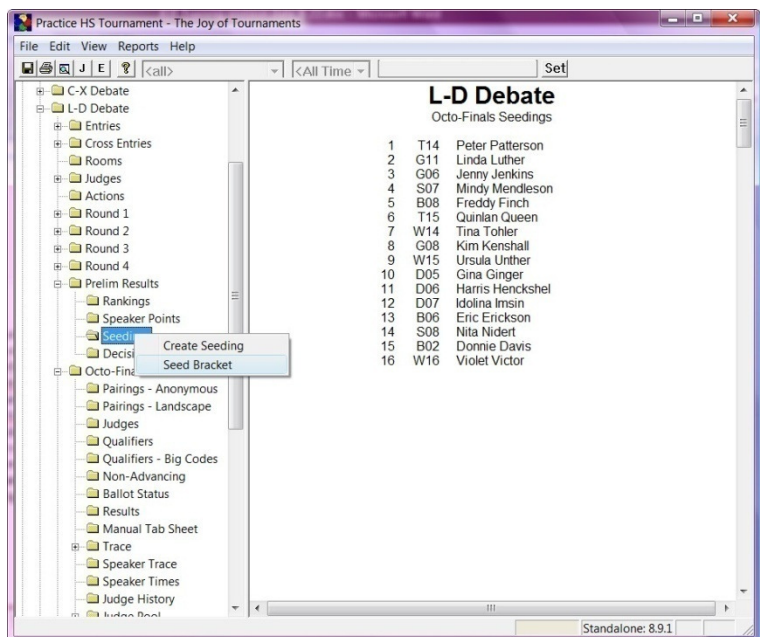
- Now, when you click on the elimination round folder (this example shows Octo-Finals) you will see the competitor names have been added to the tree.

- To view the pairings, click on one of the pairings options under the elimination round folder.
- **NOTE:** If there are conflicts the computer will place a warning at the top of the screen.
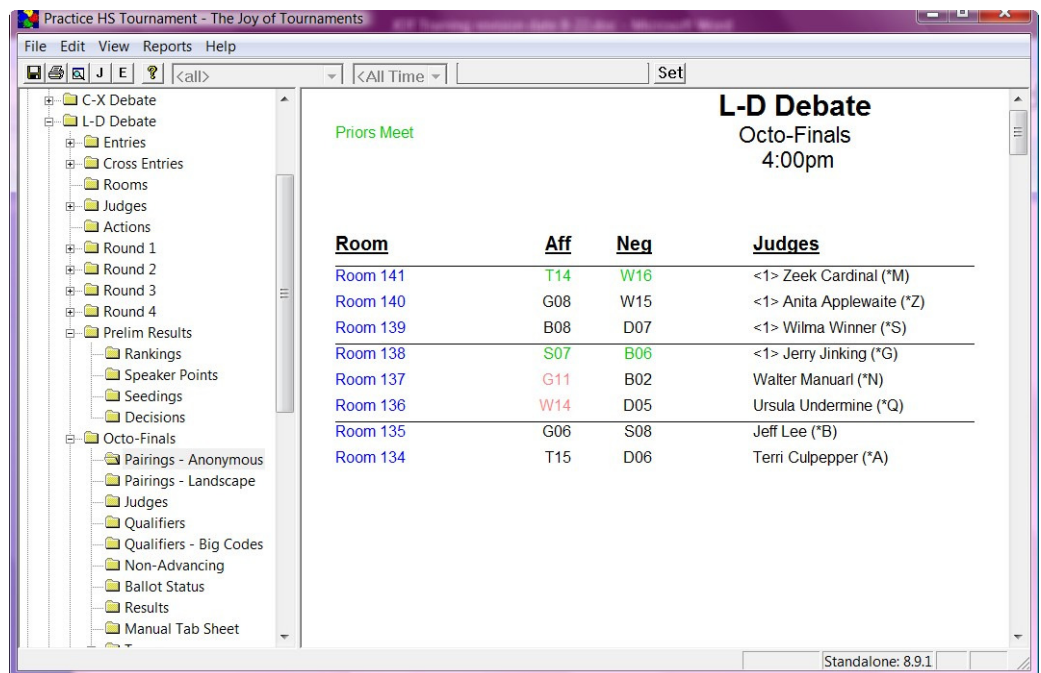
Check Cross Entries

- **View Cross Entries by Event –** To view which students are cross- entered in a particular event, double click on the event. Click on **Cross Entries**. On the right a grid will appear. All the students listed in this event will appear on the left. All the events are listed across the top of the chart. A check mark beside the student's name indicates participation in that event.
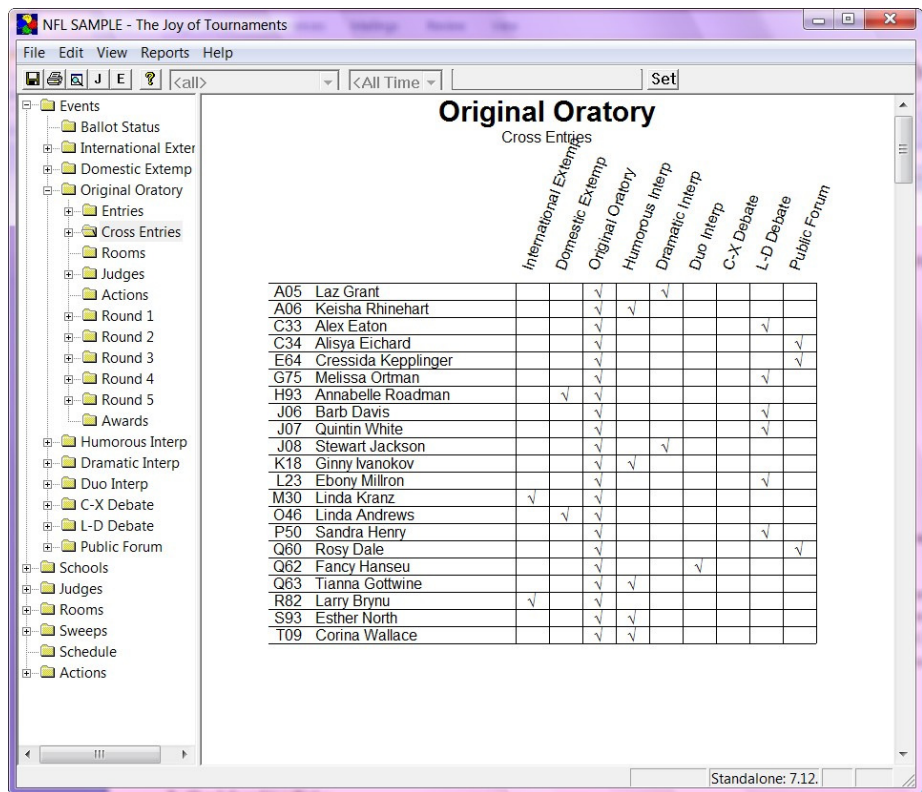
- **Comparing Cross Entries to Another Event** —While sectioning a round, you may wish to know which students are registered for another event that may be happening at the same time or may have a conflict for some other reason. To do this, click on the round and view the pairing on the right. Click on the "Set" button at the top of the screen.

- When the **Event Filter** box comes up, select the event you wish compare. In this example, International Extemp is ready to draw, but Original Oratory is already in the round. In order to see who is double-entered in these two events, you would choose Original Oratory from the Event Filter box.
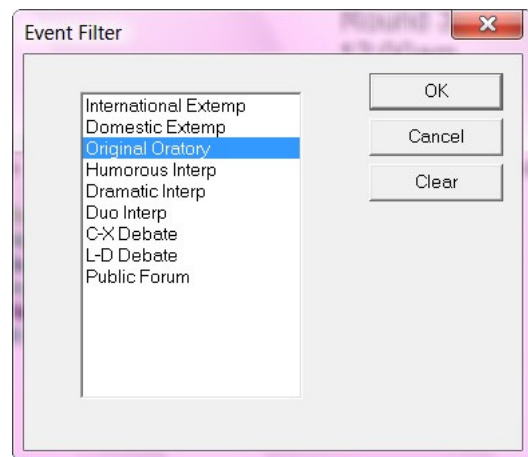
- When you look at the pairing again, you will see the competitors that are registered for Original Oratory are highlighted in yellow. **NOTE:** If a student is marked gray it means they were in the event but they have been eliminated. You may also pick multiple events; however, it may be difficult to determine which event the student is cross entered in because all cross entered students appear in yellow.

Check Speaking Order

- **To view the history for a room of competitors -** Double-click on any round, then right-click on the right side (anywhere there is no writing). Choose **Show Power / History** from the dropdown menu.
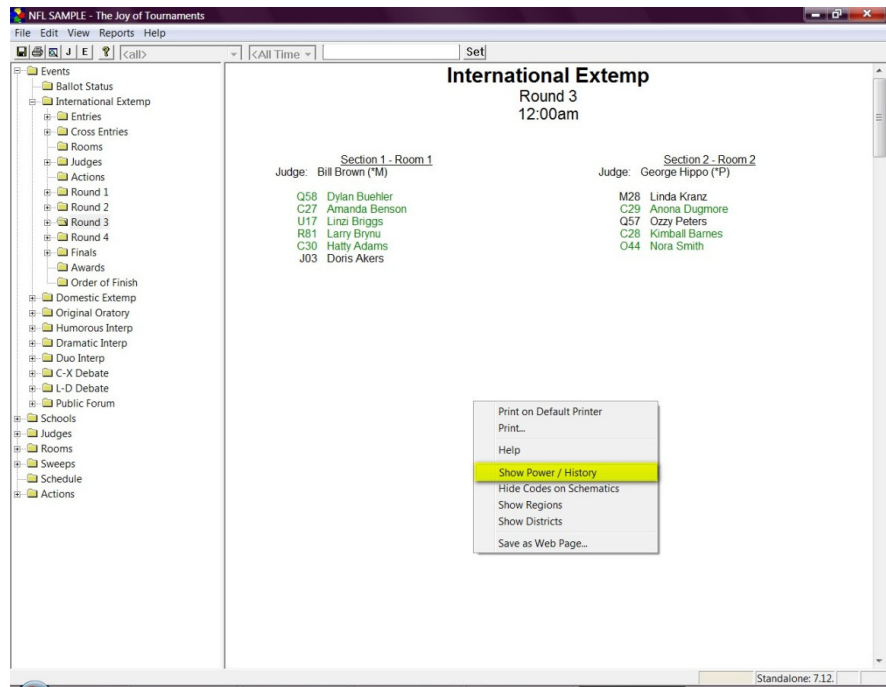
- The screen will change and display many numbers in and around the student's names. This screenshot shows only one section of the posting and explains the **history of** each of the competitors in that section. On this screen you will be able to see: the speaking position in prior rounds (as well as current round), the ranks from previous rounds (as well as the cume), whether a student is cross entered, if there is a repeated speaking position, the cume of all prior speaking positions, the cume of the ranks from the previous rounds, as well as section information for prior rounds. (See the detailed diagram below for a visual explanation.)
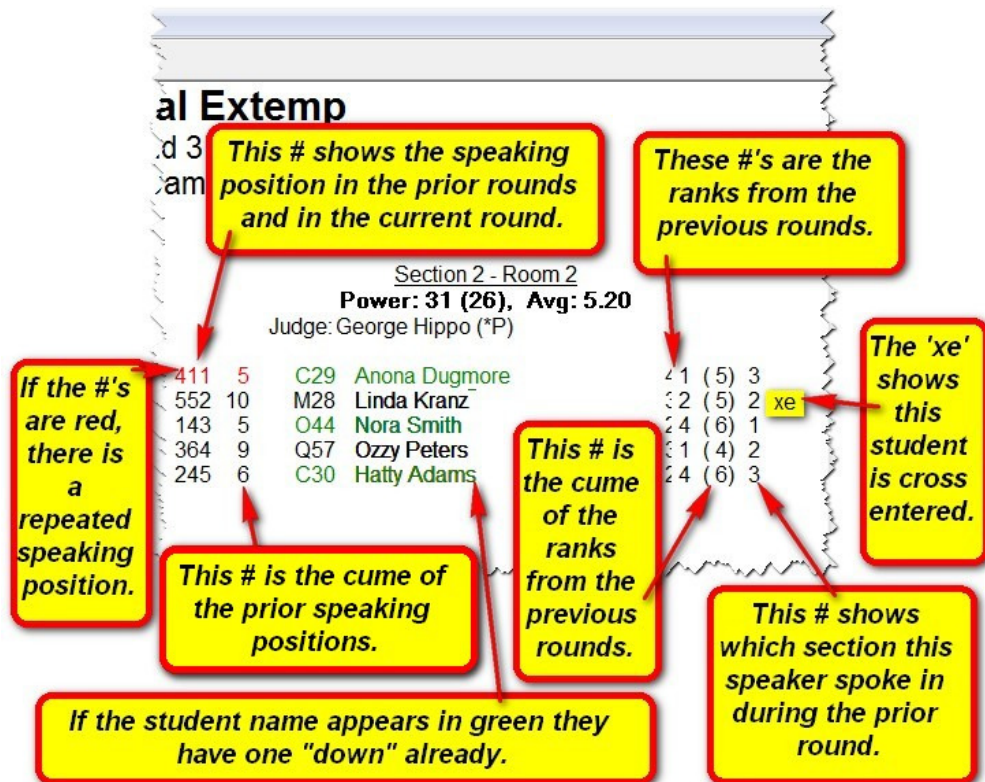
- **View the power of a room of competitors (IE)** – Sometimes it is beneficial to view the strength or "power" of the makeup of a room.
- To do this, double-click on the round, then right-click on the right side (anywhere there is no writing). A dropdown menu will appear and you will choose **Show Power / History.** This screenshot will compare and explain the **power of the room.**

International Extemp
Round 3
12:00pm

Section 1 - Room 1
Power: 31, Avg: 5.17
Judge: Bill Brown (*M)

431	7	Q58	Dylan Buehler	4 3 (7) 1
162	7	U17	Linzi Briggs	5 (6) 1
423	6	C27	Amanda Benson	4 2 (6) 1
624	8	R81	Larry Brynu	2 (2) 3
215	3	J03	Doris Akers	1 (2) 1
246	6	C28	Kimball Barnes	5 3 (8) 2

Section 2 - Room 2
Power: 31 (26), Avg: 5.20
Judge: George Hippo (*F)

411	5	C29	Anona Dugmore	4 1 (5) 3
552	10	M28	Linda Kranz	2 (5) 2
143	5	O44	Nora Smith	4 (6) 1
364	9	Q57	Ozzy Peters	1 (4) 2
245	6	C30	Hatty Adams	4 (6) 3

The "Power" is the total of the rankings for the competitors that have been sectioned in this room.

The number in parentheses is the average power in the room multiplied by the largest number of competitors in any room (in this case section 1 has 6 competitors and section 2 has 5 competitors.

The software uses the actual power in Section 1, that is 7 + 6 + 6 + 2 + 2 + 8 = 31. Section 2 is "short" one competitor, so 26 is the average power (5.2) times 6.)

Standalone: 8.1.1

- **View the power detail of the competitors (Debate)** – The power detail report in debate will show you the competitors along with their records.
- To do this, double-click on the round then click on **Power Detail.** This option lists the competitors for this round. The **Win/Loss Aff Neg** columns show the record so far, and the **Ballots Aff/Neg**

Power Detail
L-D Debate Round 4

	W/L		Ballots			School Code		History		History	
Side	Aff	Neg	Aff	Neg	Aff	Neg	Aff	Neg	Aff		Neg	
A N	3-0	3-0	3-0	3-0	P52	J16	P	J	22 23	5	9 19 10	
A N	2-1	* 3-0	2-1	3-0	J15	E68	J	E	7 18 14		24 21 11	
A A*	2-1	2-1	2-1	2-1	S04	C52	S	C	14 12 13		10 7 15	
A N	2-1	2-1	2-1	2-1	G83	R89	G	R	1 14 18		6 4 16	
A N	2-1	2-1	2-1	2-1	L26	J14	L	J	4 22 1		23 24 2	
A N	2-1	2-1	2-1	2-1	L27	D58	L	D	21 20 3		16 8 17	

shows the number of ballots won so far. The **History** column shows the list of competitors that the teams have already met.
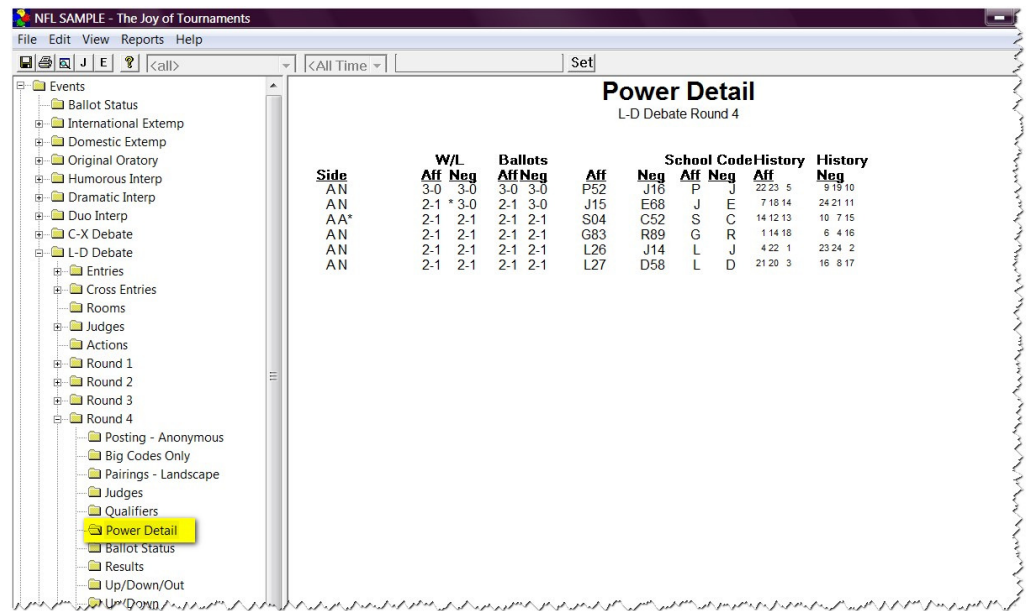
View/Add Selections

- If the "Track Selections" option is turned on (see the **Before the Tournament** section for details on this procedure) a folder will show up under the event that will allow you to view the selections. Click on **Selections** under the Event and you will see the selections for this event appear on the right.
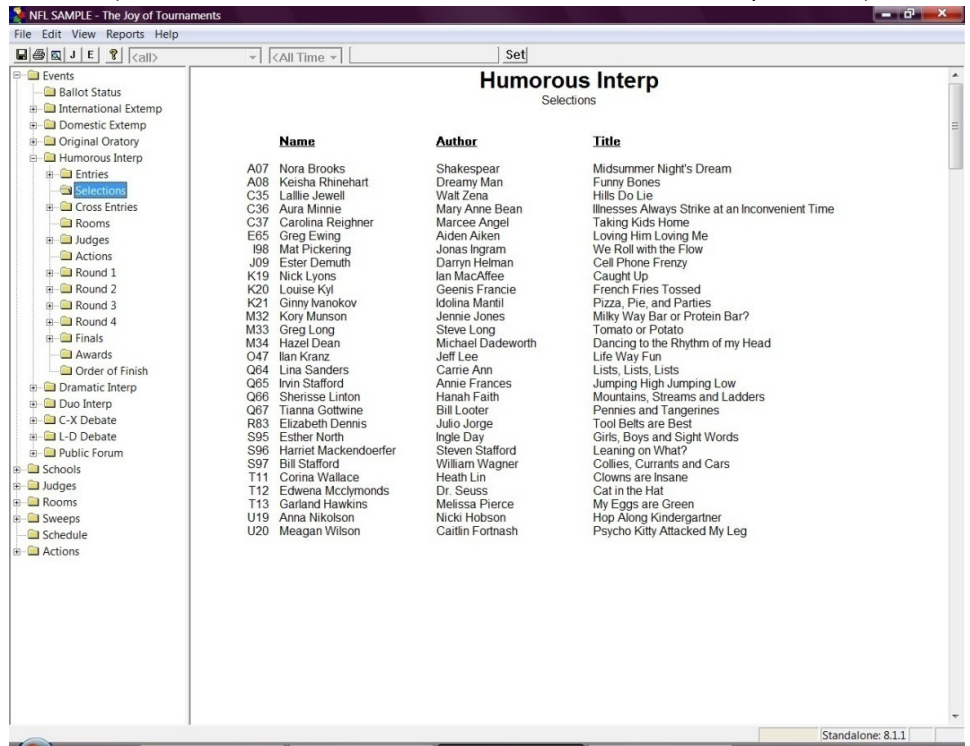
- If you wish to sort the selections (perhaps to find duplicates), you may do so by clicking on **Selections** and then right-clicking on the page on the right where the selections are listed. From the dropdown menu you will select the option you need for your sort. The selection list will change to reflect your requested sort.
- **NOTE:** If you are sorting to search for duplicate titles, please know that the titles must "exactly" match for the software to "know" that there are duplicates. Technically speaking, the only titles that are "necessary" inside the tab software are for the duplicate titles. If one title is "Midsummer Night's Dream" and another is "A Midsummer Night's Dream", they don't match. Exact matching and exact spelling are critical.
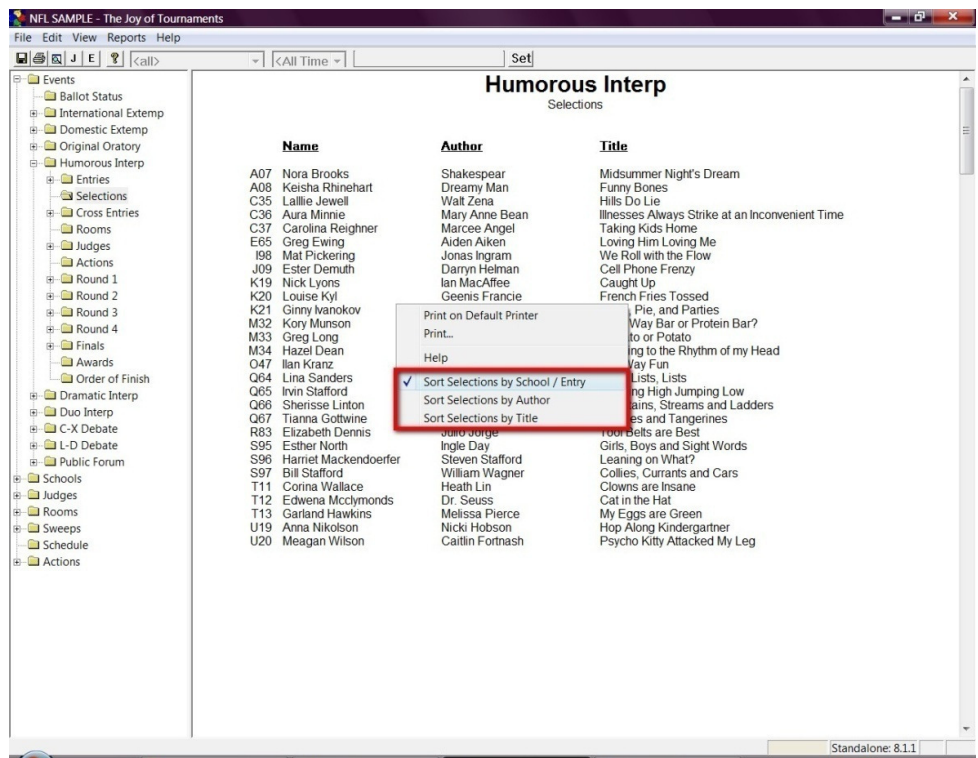
- **Adding a Selection –** If there were no selections entered or you wish to edit the selection, you may do so by clicking on the **Entries** option under the event. Next, right-click on one of the competitor names on the right side and from the dropdown menu choose **Selection.**

- When the **Selection** box appears, enter the author, title, and source or you may edit what was previously entered.
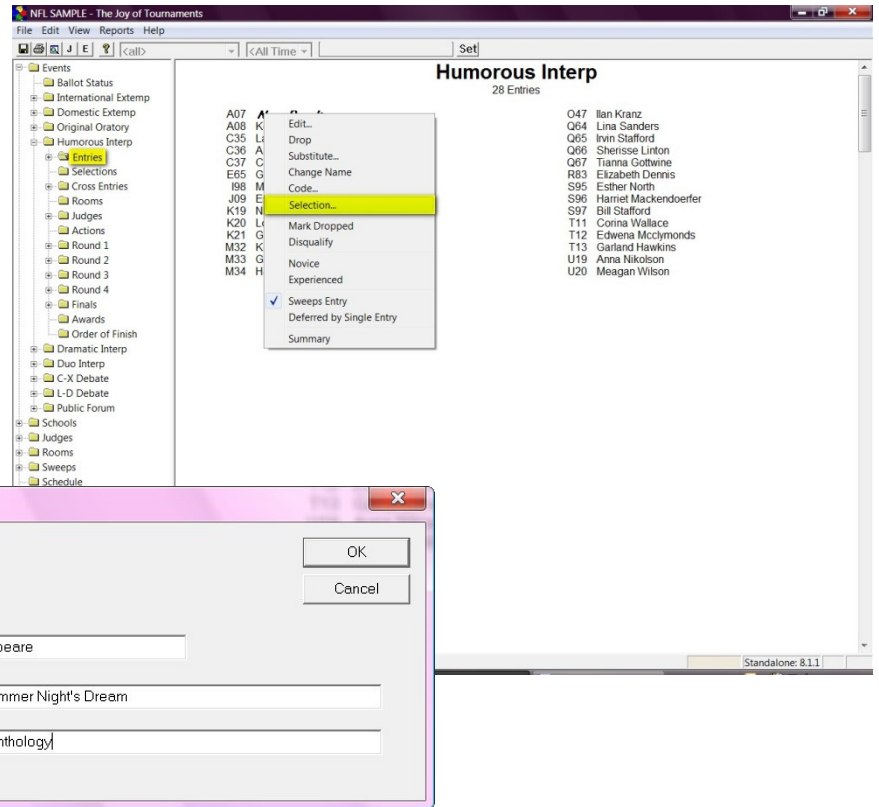
- Once the selections have been entered appropriately, it is easy to check for duplicate titles that may be competing in the same room.
- To view a schematic with the selection titles, double-click on the **Round** and then click on **Selections** option under the round.
- On the right you will see the schematic appear, but instead of listing the names of the competitors, the name of the author and title of the selection will be listed.
- **NOTE:** If there are any duplicates a warning message will appear at the top of the screen.
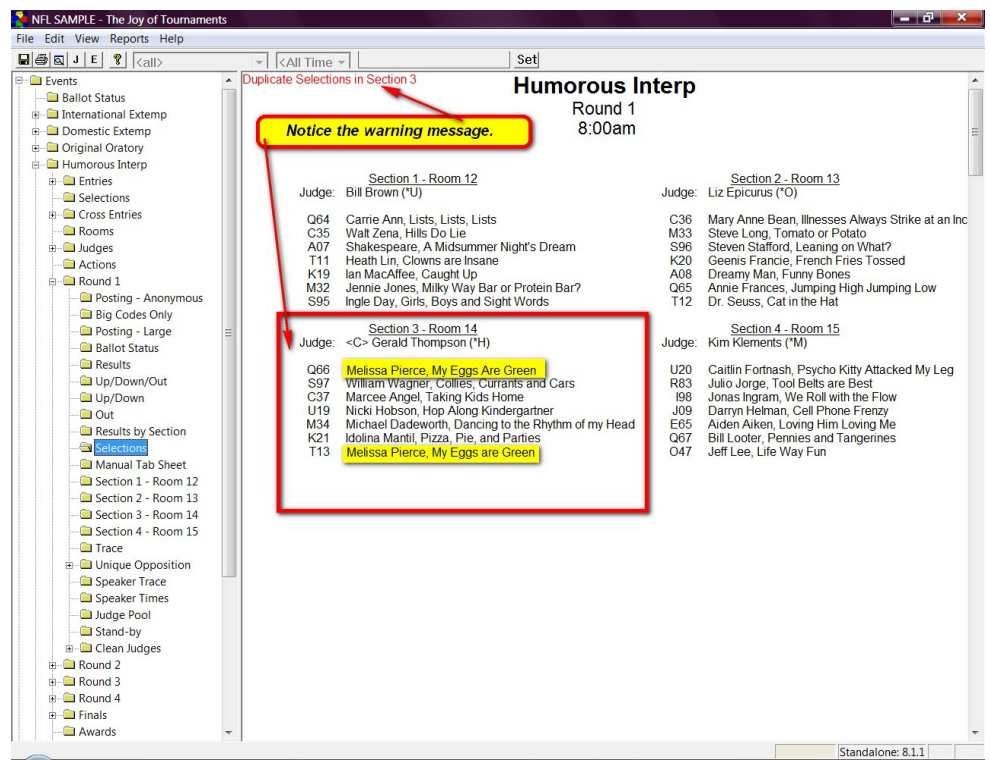
Change Sectioning/ Change Pairings

- Double-click on the round on the navigation tree. You will see the posting appear on the right. To move a competitor, you will move the mouse over the name and you will see a line appear under the contestant name. (A debate posting and an IE posting is shown for you.)

  Hold down the left-mouse button and drag the mouse to the position where you wish for the competitor to move.

  NOTE: You will only see the line move. Once you release the mouse button, the name will appear in the space where you wanted to put the name. (A debate pairing and an IE schematic are shown for you.)
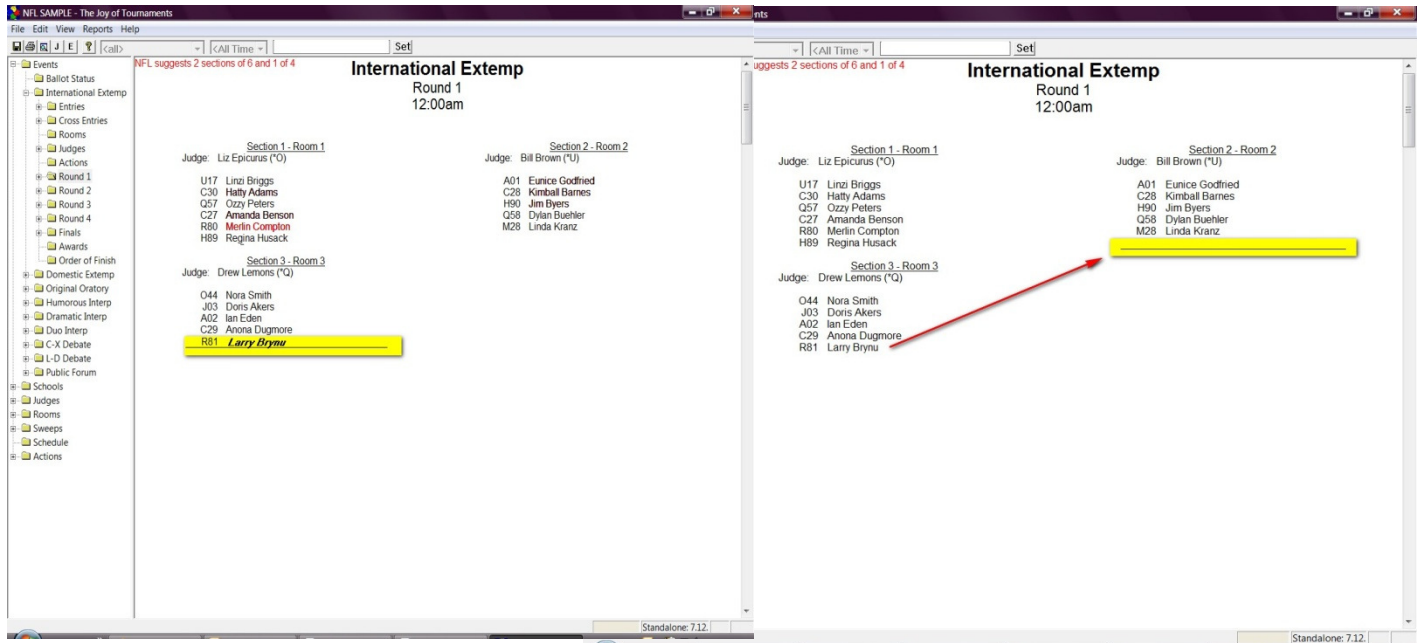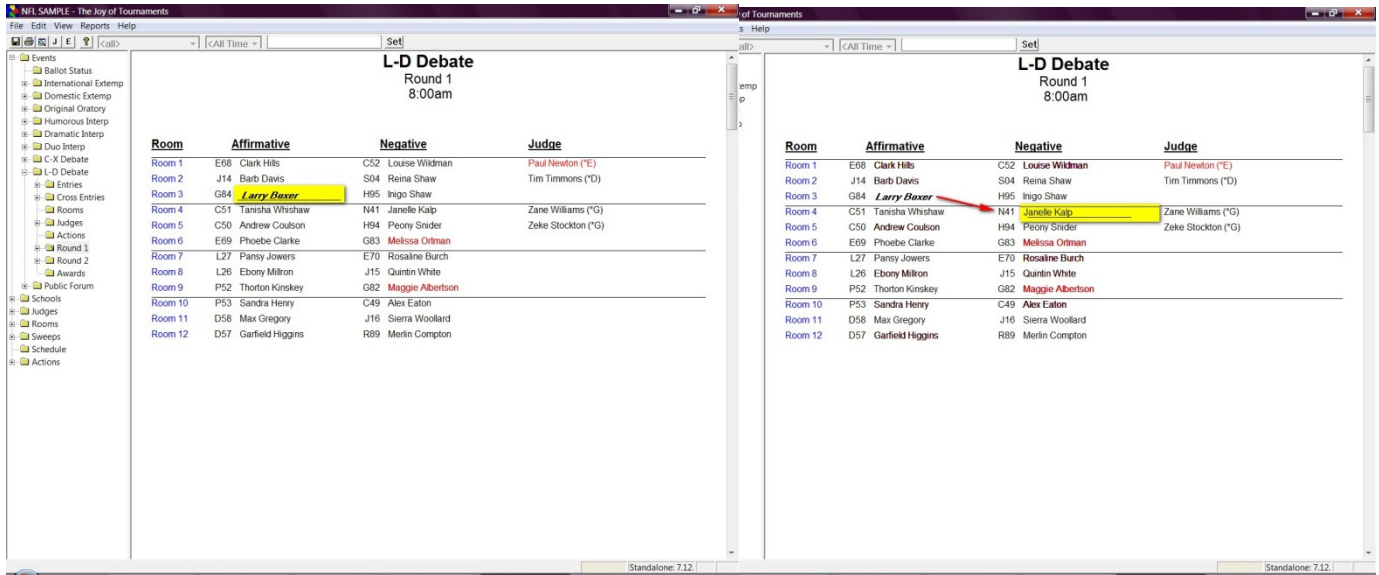
Viewing Sweepstakes Information

- At the end of the tournament you may wish to view sweepstakes points if you have set up the sweepstakes information. If you have not set up the appropriate formulas used for this tournament see the *Before Tournament section on Sweepstakes Setup*).

- **View Sweepstakes Summary for an Individual Event –** It is possible to view sweepstakes points for an individual event. To do this, open the event on the navigation tree and click on **Sweeps.** This feature shows which students receive which points for that event.
- **NOTE***:* this event has not been marked complete, the "** Preliminary **" indication will appear at the top.
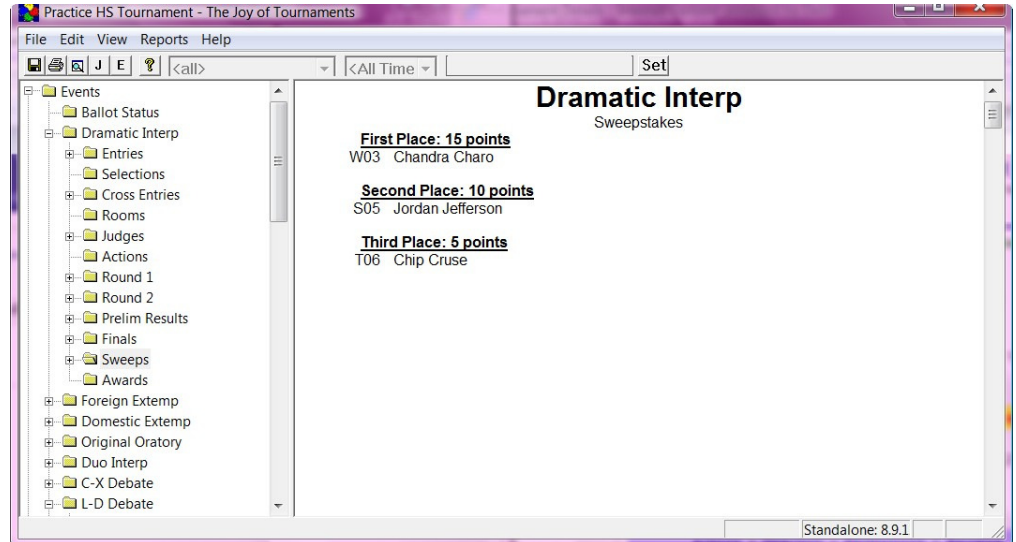
- **View Overall Sweepstakes Summary –** The sweeps item on the navigation tree provides a summary of the sweepstakes points at any point within the tournament. To view this, double-click on the **Sweeps** folder to open the navigation tree. A list will appear on the right that shows how many points each school has been awarded.
- **NOTE***:* If there are events that have not been marked complete, the "** Preliminary **" indication will appear at the top
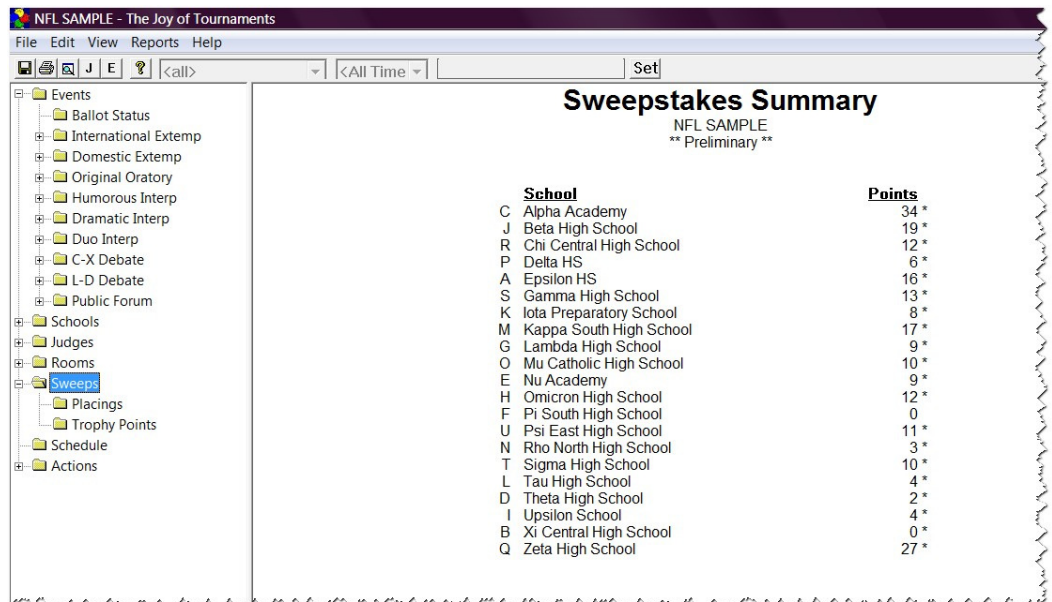
- **View Results –** When you click on the **Placings** folder underneath the Sweeps folder, you will see the rankings of the schools.

NFL SAMPLE - The Joy of Tournaments

File Edit View Reports Help

<all>   <All Time>   Set

- Events
  - Ballot Status
  - International Extemp
  - Domestic Extemp
  - Original Oratory
  - Humorous Interp
  - Dramatic Interp
  - Duo Interp
  - C-X Debate
  - L-D Debate
  - Public Forum
- Schools
- Judges
- Rooms
- Sweeps
  - Placings
  - Trophy Points
- Schedule
- Actions

Sweepstakes Summary
NFL SAMPLE
** Preliminary **

		School	Points
First Place	C	Alpha Academy	34 *
Second Place	Q	Zeta High School	27 *
Third Place	J	Beta High School	19 *
Fourth Place	M	Kappa South High School	17 *
Fifth Place	A	Epsilon HS	16 *
Sixth Place	S	Gamma High School	13 *
Seventh Place	R	Chi Central High School	12 *
Eighth Place	H	Omicron High School	12 *
Ninth Place	U	Psi East High School	11 *
Tenth Place	O	Mu Catholic High School	10 *
	T	Sigma High School	10 *
	G	Lambda High School	9 *
	E	Nu Academy	9 *
	K	Iota Preparatory School	8 *
	P	Delta HS	6 *
	L	Tau High School	4 *
	I	Upsilon School	4 *
	N	Rho North High School	3 *
	D	Theta High School	2 *
	F	Pi South High School	0
	B	Xi Central High School	0 *

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Section III: Things to Do <u>AFTER</u> the Tournament

Merge tournaments

- If you use multiple locations for your tournament, you may have a separate data file from each location. You can merge the results from the multiple data files into one combined tournament to gain overall sweepstakes results.
- At the end of your tournament(s), you will have two different data files (one for each portion of your tournament. Hopefully, they will have different names and they will be stored whereever you saved your tournament data (perhaps on a network drive, or a thumb drive).
- When you are ready to merge the tournaments together you will open up the tournament data that has the **largest number of events**. (You should see all the results from this portion of your tournament.) Do not continue with the merging process until you have verified that you have the correct results.

- Next, go to the **File** menu and select **Administration,** and then **Merge Tournaments.**
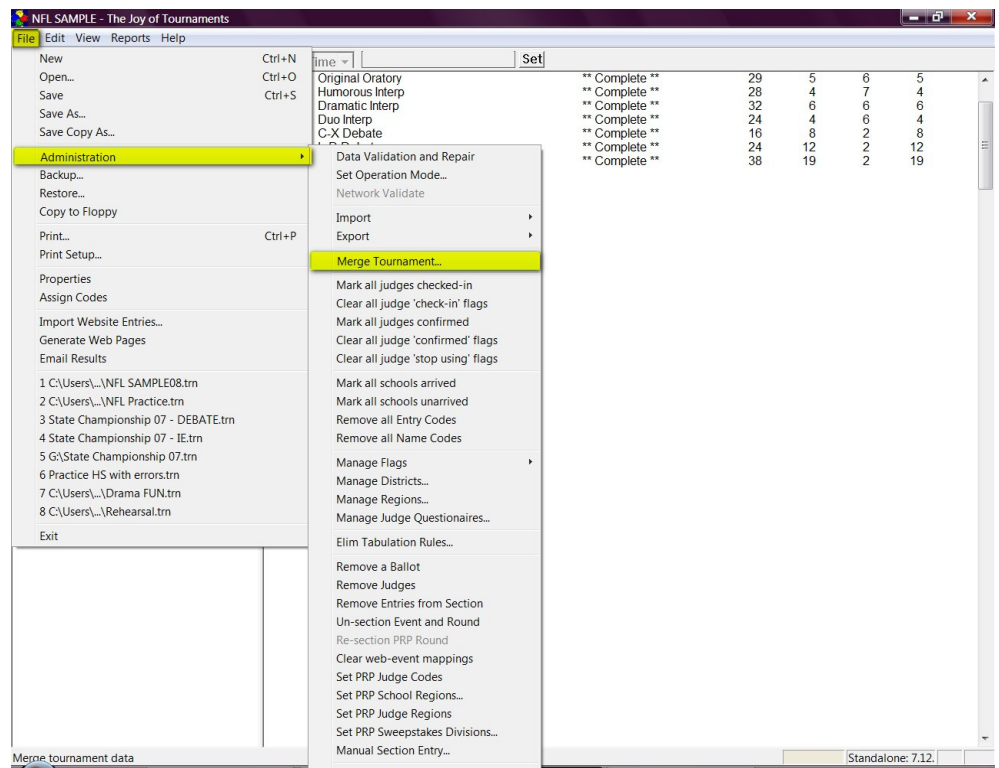
- Click on the **Browse** button to find the .trn file that has your tournament data for the **"other"** portion of your tournament. Once you find the file click **Next. (Note: It is VERY important that you know where you saved your data and that you have the RIGHT files.)**
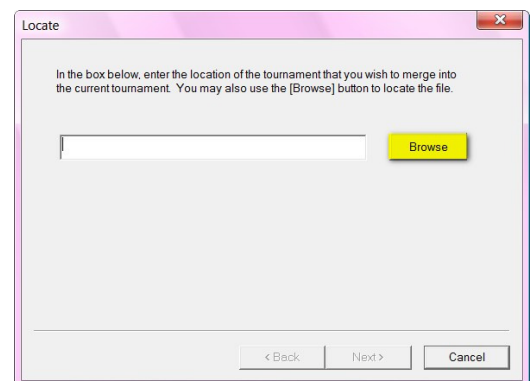
- At this point, you will need to match the events. If you have created all of the events, you'll just match up the names of the appropriate event. If you haven't created the event you are attempting to merge, you'll select "New Event".
- Make sure the two names you have selected and that are highlighted match each other. Once you have matched the two events to each other, click **Next.**
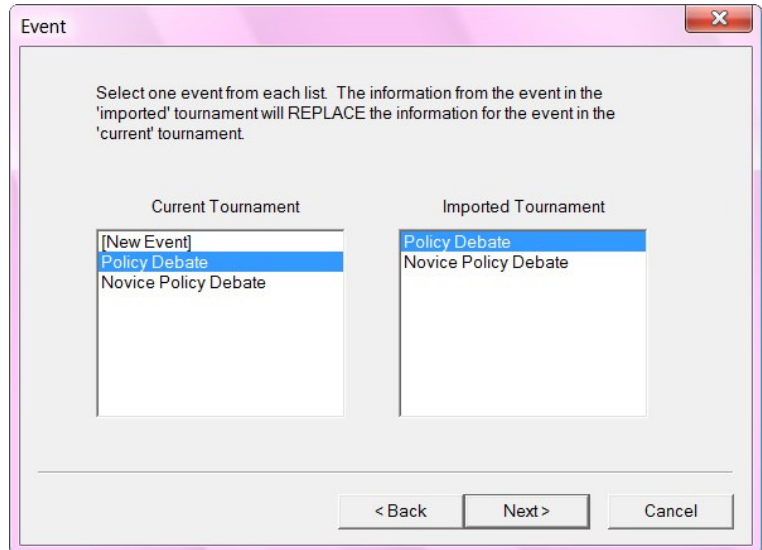
- Then, click the **Merge Tournaments** button. Then click **Finish**.
- Repeat this process for any other events as they each must be merged separately. In the end, you will have one data file that contains all the results for all the events.
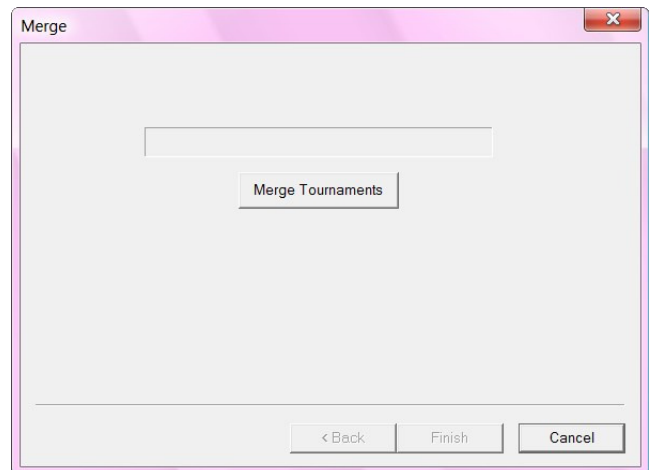
Submit electronic results

- From the "File" menu select "Email results" and send the resulting email. If the email cannot be sent this way, locate the ".jot" file for your tournament. Attach the ".jot" file to an email addressed to results@joyoftournaments.com.
- The ".jot" file may be located by selecting "File" and then "Properties" from the menu. Click on the button labeled 'Find Data File'.
- Submitting the electronic results enables the Joy of Tournaments staff to post the results on your website for you after the tournament is finished.
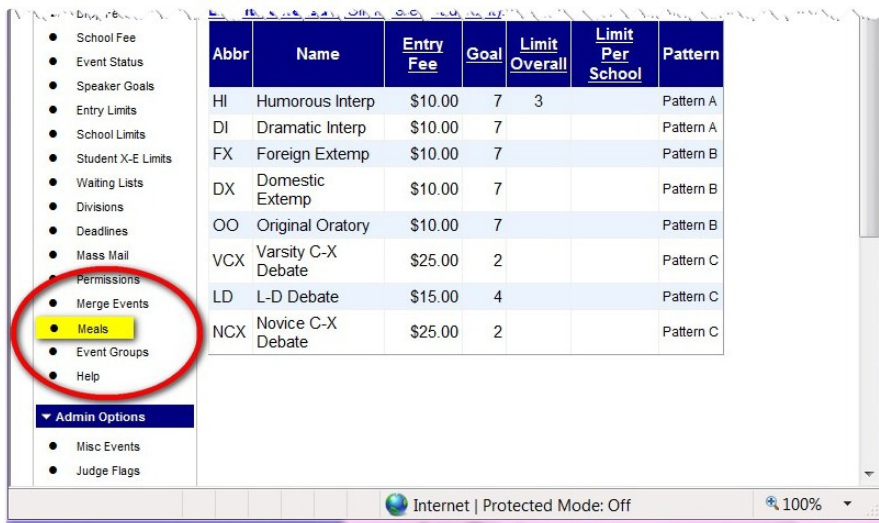
Section IV: Bonus Info: Extra Features of the Website

There are features of the website that are available but may not be obvious. When used, these options can add some extra conveniences to your website that will aid in the registration process.

NOTE: Many of these links need to be 'enabled' before they become 'active.' Be sure to send an email to support@joyoftournaments.com with a request for the particular option you'd like to have enabled.

Meals - Can I set up the website to collect my meal orders?

- The website can be setup so the coaches may order meals on the website. You may enter several choices of meals, too. The website will then calculate the number and type of meals ordered, will give a breakdown (by school) of the meals ordered, and will calculate fees separately for meals.
- To enable this feature, send an email to support@joyoftournaments.com to request the option be enabled.
- Once the option has been enabled, click on **Administration** and you will see a **Meals** link in the list on the left.

- Click on the **Meals** option and when the next screen appears, click **Add.**

- When the **Add Meals** box comes up, enter the meal choice in the **Description** blank, enter the price in the **Cost** box, and select the **Type** of meal from the dropdown menu. If this is a multi-day tournament, you will have to select the **Day** the meal choice will be offered. Generally, you will leave the default number in the "sequence" field; this number controls the order the meal will show up on the meal choices screen when the website is live. Click **Save.**
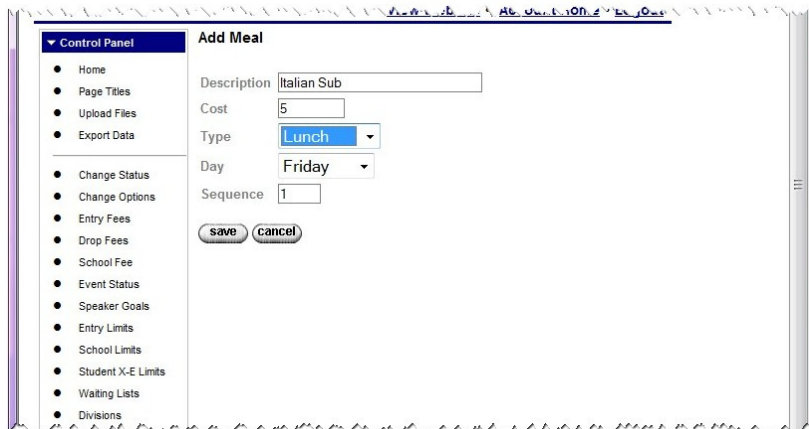
- Once you have entered your information and clicked **Save** the meal option will appear like this:

- Once the option has been enabled, you will see the **Meals** tab appear on the website. From here you can keep track of lots of information about the meals function of the website.
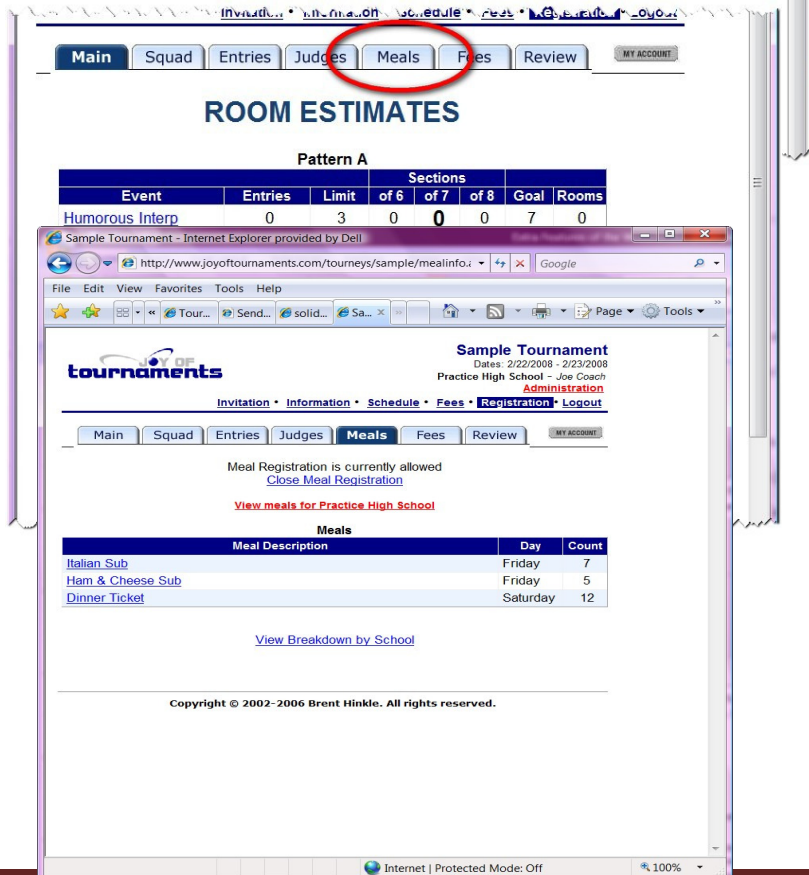
- Click on the **Meals** tab to view the meal counts for the specific meals. From this page, you can also close meal registration and view the meal breakdown by school.

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- To close the meal registration, click on the blue link, **Close Meal Registration.** The only difference you will see is that the website will change to say, "**Meal Registration is currently CLOSED**". The blue link now reads, "**Allow Meal Registration**". You may open the meal registration option by clicking this link again. (Both options are shown for you.)
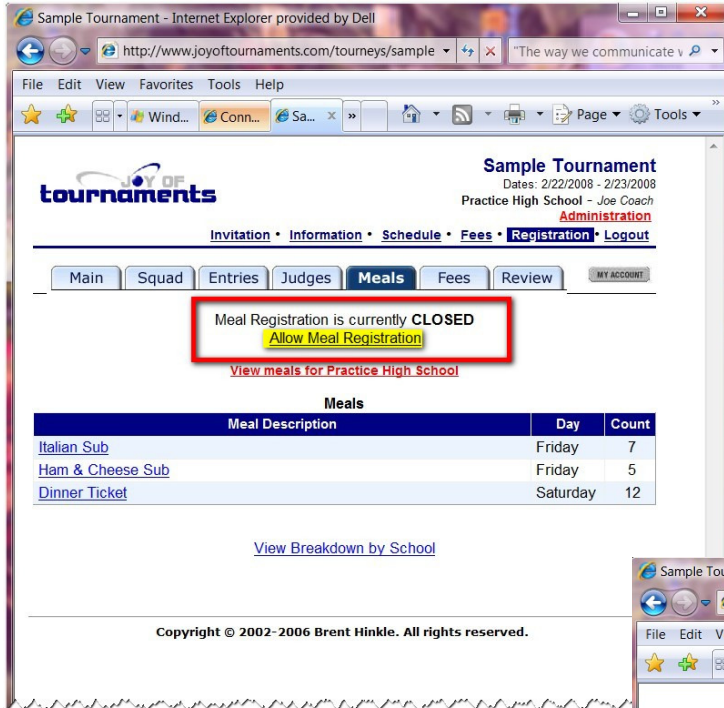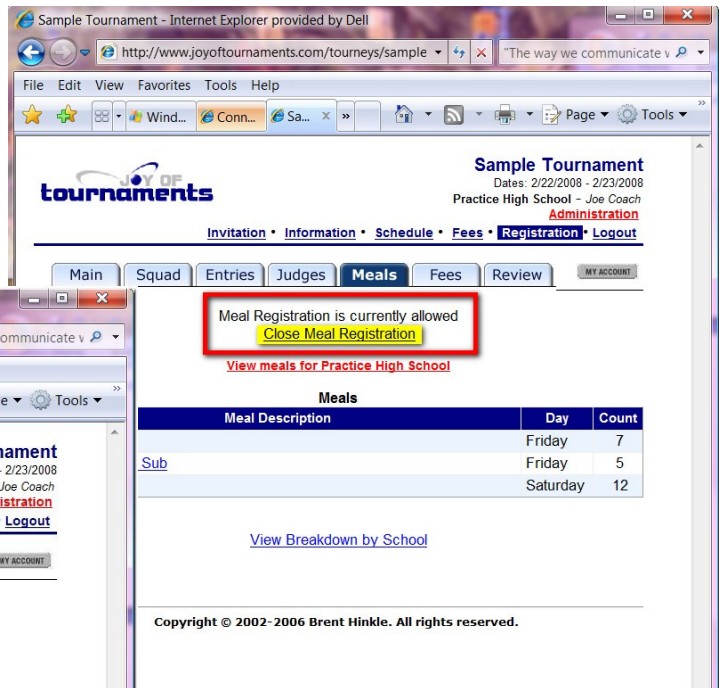
- Click on the blue link at the bottom, **View Breakdown by School** to see what meals were ordered for each school. A list of the schools will appear with the number of meals and types of meals ordered. There is a "key" at the bottom that will describe the meals that have been ordered.
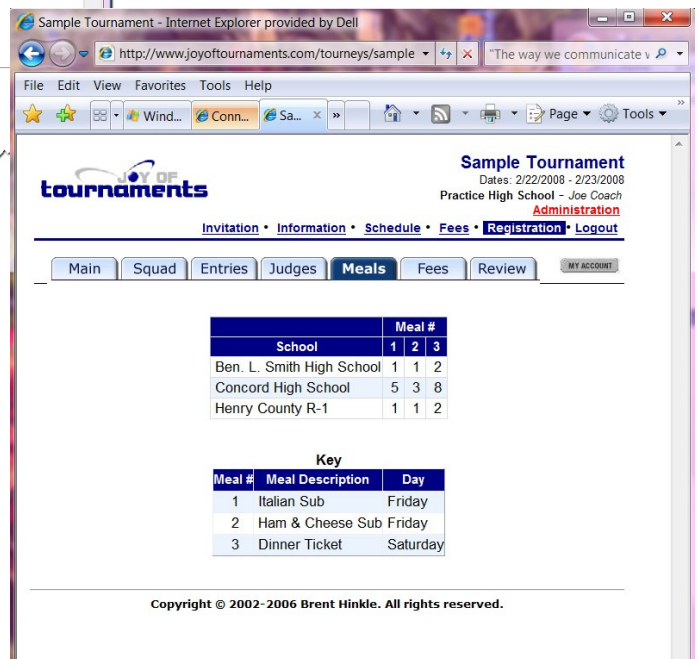
Student Flags – Can I set up the website to flag certain students with specific criteria?

- You may have a student flag set up for students when you wish for the coach to supply additional information about a competitor. 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 will allow you to generate a list of students in a particular category.
- *NOTE:* This feature should be used **with much discretion** as it is very easy to over-use this option or create a very confusing registration page.
- Once this option has been set up for you, the requested options will appear on the registration page. When a coach registers a student for the tournament, the options will appear at the bottom under the **Other** section.
- To set-up click a student flag, send an email to support@joyoftournaments.com with the information on what student flags you need.

Waiting Lists – Can I set up the website to allow entries to a waiting list?

- If you have limited space and you wish to put a cap on a particular event, you may do so and then turn on the **waiting list** option. The waiting list option has two different functions. In both cases, the website monitors the entries on the website and will limit entries.   When the limit has been reached, the website will not allow additional entries in the event. Instead, the user will be presented with an option to place additional entries on the waiting list. The image below shows the entry screen with the waiting list option for two events (Novice L-D and Student Congress).

- **Waiting List for Total Entries –** The first function of the waiting list kicks in when the overall entry limit for an event is reached. You may establish that the total number of entries that you will accept in an event is some magical maximum number. For example, you may only have 8 rooms to allocate to a particular event. If you are planning to place 7 students in each section, your entry cap would be 56. Once 56 competitors have been accepted in the event, you just don't have any more room. You can indicate to the website that entries should be deferred to the waiting list after 56 entries have been accepted. When a coach goes to try and register the 57th student, they will see a screen similar to the one above that only allows them to place additional students on the waiting list.

- **Waiting Lists for School Limits –** The second function of the waiting list can kick in when a school limit has been imposed for entries in an event. It is possible to have the website limit entries by school to some arbitrary number. For example, you may want to limit entries in Impromptu to 6 per school. Once a school has entered 6 students in the event, you have the option of not allowing any additional entries in the event from that school (that is, the school limit is a firm limit), or you may choose to allow additional entries from that school to be placed on a waiting list (that is, the school limit is more of a guideline; you will accept additional entries if space allows but you don't want one school to take up too many of the slots until everyone has had a chance to enter).

- To turn on the waiting list option for an event, click on your **Administration** link and then select **Waiting Lists** from the left-hand menu. Each of the events in your tournament will be listed.

- For each event that you want to maintain a waiting list, click on the checkbox to the right of each event. You may want to allow a waiting list only for some of the events and not others. Select the events for which the waiting list option should apply.

- By default, the only waiting list option that will be turned on is the overall entry cap waiting list. If you want to also provide the second option (a waiting list for entries beyond the school limit), check the option at the very top of the page labeled **Allow schools to place entries on wait list above per-school limits**.

Judge Flags – Can I set up the website to flag the judges with certain criteria?

- You can set up a judge "flag" for judges when you wish for the coach to supply additional information about a judge. "Well-chosen" judge flags can indicate such things as "Parent Judge", "Student Judge", etc.
- *NOTE:* This feature should be used **with much discretion** as it is easy to over-use this option or create a very confusing judge registration page. Keep in mind that this is NOT a "fill-in-the-blank" option. Once the feature is set up, you will only be able to select the option by clicking one button. Any 'extra' or 'detailed' information you wish for coaches to share about judges (i.e., parent availability, schedule or event conflicts, etc.) should be put in the **Notes** section on the judge registration page.
- The main reason for using a judge flag is to isolate particular judges to a particular group. This feature will allow you to generate a list of judges that are in a certain category.
- To set-up this feature, send an email to support@joyoftournaments.com with the information on what judge flags you need.
- Once the judge flag is in place, the judge registration page will show the judge flag as an option to select for the new judge.
- You can view a list of the judges listed in the different categories (judge flags). To do this, log into the website and click on the **Judges** tab and scroll to the bottom of the page and click on the category you wish to view under **View Judges by Flag.**
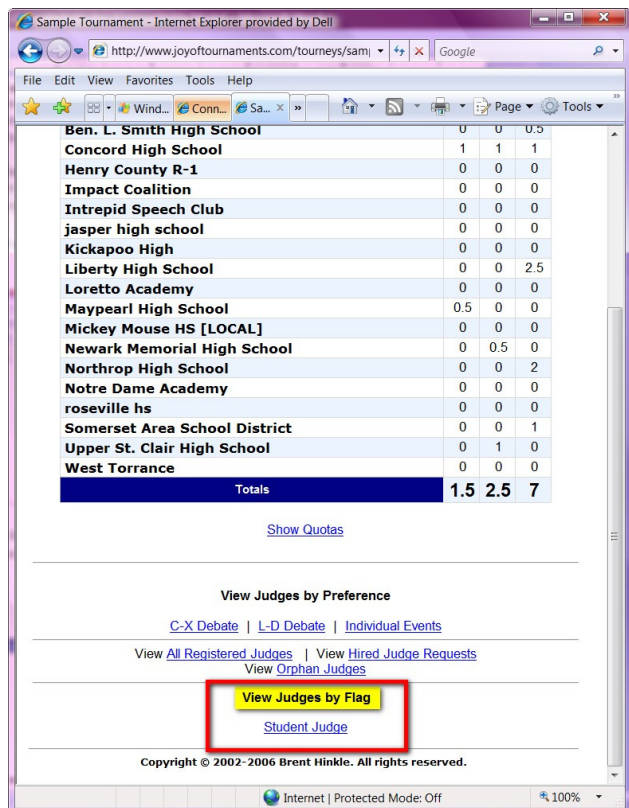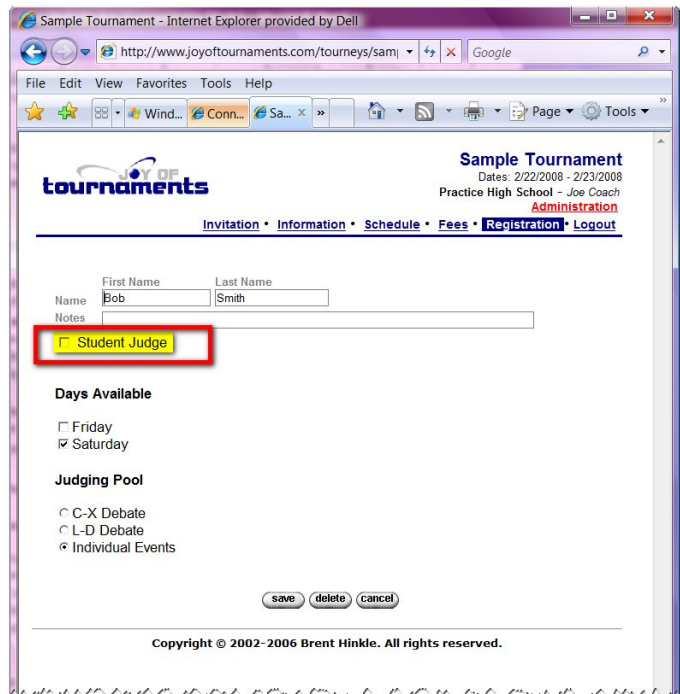
Judge Bonds – How do I set up the website to require a judge bond from the schools?

- Sometimes it might be necessary to guarantee that the schools will show up with their judges and that the judges will show up to each round. You might choose to institute a **Judge Bond** that would be reimbursed or returned at the end of the tournament if the judges from that school met all of their obligations. If you need to collect a judge bond from each of your schools and you wish for the website to track this option you may request to set up a judge bond.
- To set-up this feature, send an email to support@joyoftournaments.com with the information about the judge bond you need.

Hired Judges – How can I set up the website to allow coaches to register to hire judges?

- If you have a particular number of judges that you have for hire, you may set up an option on the website that will enable the coach to apply for one or more of your available hired judges.
- To request this option be set up for you, send an email to support@joyoftournaments.com with the category each judge is available and the fee you will charge for the hired judges.
- **COACHES:** Once this option is available on the website, the judge registration page will appear differently with a note instructing the coaches to "request" the hired judges. For a coach to hire a judge, they will click on **Hire.**
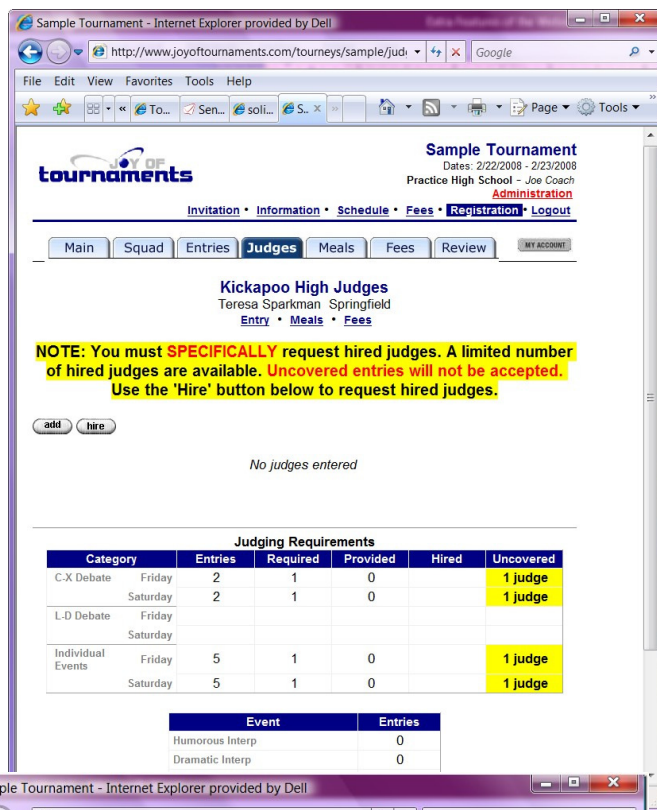
- The next box will come up and show the types of judges that are available for hire and the fee for hiring that type of judge. The coach will enter the # of judges they would like to hire and click **Save.** The request will be added to the list and available to the host/administrator.
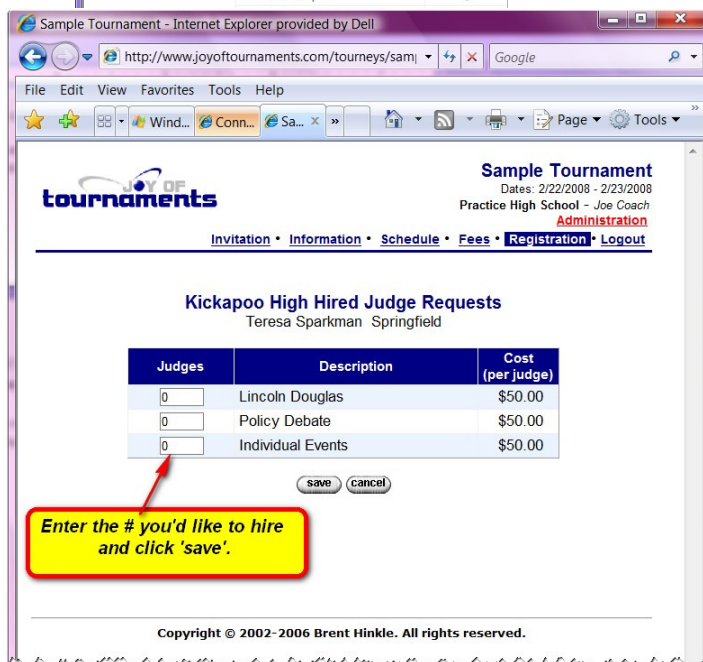
- The coach's judge registration page will show the number of hired judges requested. This notification also tells the coach that the request has not been approved. **Note:** No judge fee has been billed at this point.

- Once the request has been approved, the fee statement for that school will reflect a hired judge fee. The judge requirement section will also show the judge is being hired.

HOST: For the host to approve or decline a request, you will log into your website and click on the **Judges** tab at the top of the page. Scroll to the bottom and click on **View Hired Judge Requests.**
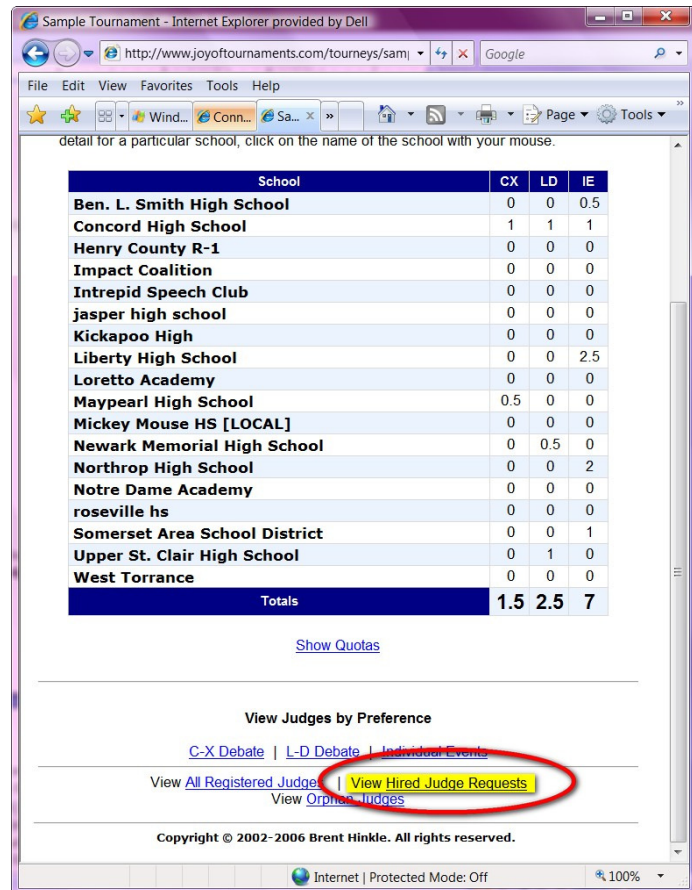
- A list of schools that have requested hired judges will appear. You may click on the school name in order to **allow** the judge request. Once the request has been **allowed,** the school name will disappear off of the request list.

- To decline, you will simply do nothing with the request. However, it is encouraged that you notify the school with the hired judge request, so they may have time to find judges.
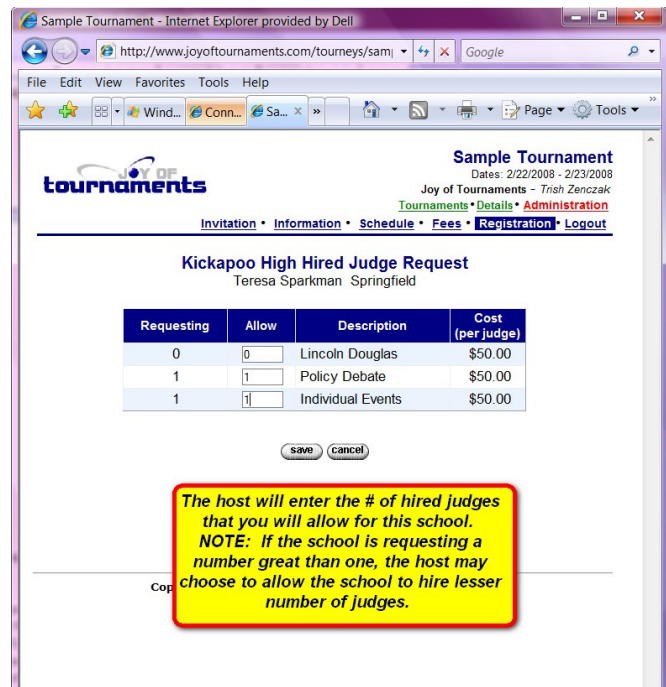
Payments – Can the website track payments?

- If you wish to track the payments made by a particular school to your league or organization, it is possible to have this option added to the website.
- To have this feature enabled, send an email to support@joyoftournaments.com with your request.

- Once the option is enabled, the administrator will be able to add the payment information to the school fee page. To do this, click on the **Fee** tab and then on a particular school. Scroll to the bottom of the page and click on **Add Payment.**
- **NOTE:** On the Fees page (all school view), there will be a new column called, "Payments" that shows how much they paid as well as the balance due.

- Enter the **Description,** perhaps as "check #___ on 5/25/08" to help create an audit trail. Then enter the **Payment Amount** (received by the league/organization). **NOTE:** A positive number WILL deduct the amount from the total. Click **Save.**

- The payment will show up on the fee statement at the bottom under a separate section. **NOTE:** Take note of the total and see that the payment was applied as a deduction and reduced the total.

- With this option enabled, the **Fees** tab on the website will show a list of all schools and the fees. But a new column labeled, **Payments** will appear.

Housing – Can I set up the website to record a housing list?

- If the host of the tournament has dormitories, sleeping space, host homes, etc. available, you may wish to add a feature to the website where the coaches can apply for housing arrangements.
- To request that this option be enabled, send a request email to support@joyoftournaments.com.

- Once the option is enabled a **Housing** tab will appear on the registration page. As the administrator, the view will be different. On the **Housing** tab, you can turn the housing option on and off by clicking on the link **Click here to Allow Housing Requests.**

- Or, you may select the **Click here to DISALLOW Housing Requests** option, too. **NOTE:** The option will turn on/off and will change when you click the blue link. Your screen will look like one of these pictures:

- While the **ALLOW HOUSING** option is enabled, a school can place a request by clicking on the **Housing** tab and then clicking on the blue link, **Click here to create a request for housing.**
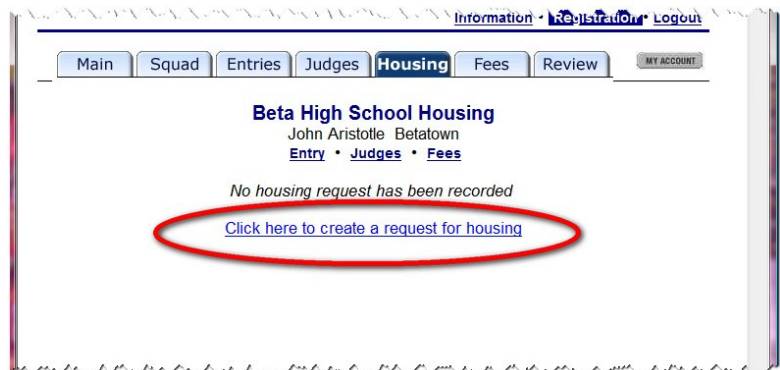
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- If no housing requirements are being requested, you may click the box next to **No housing requirements.**
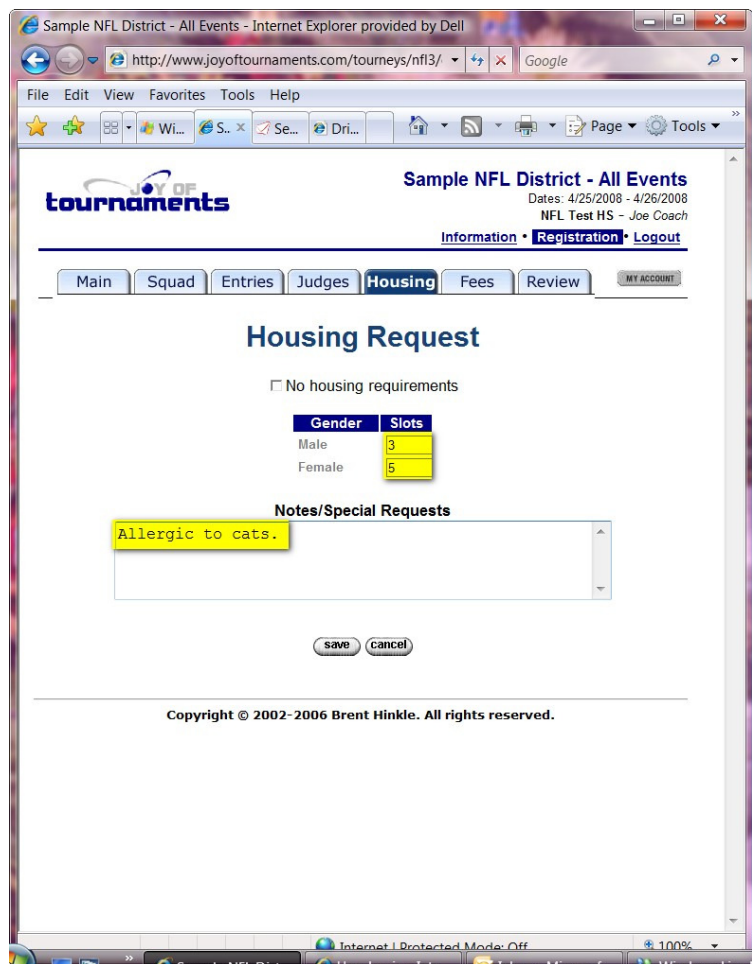

- If the coach is applying for housing arrangements, they will put in the number of males and the number of female slots needed. If there are any special notes (pet allergies, etc.), that would be listed in the **Notes/Special Requests** box. When finished, click **Save.**
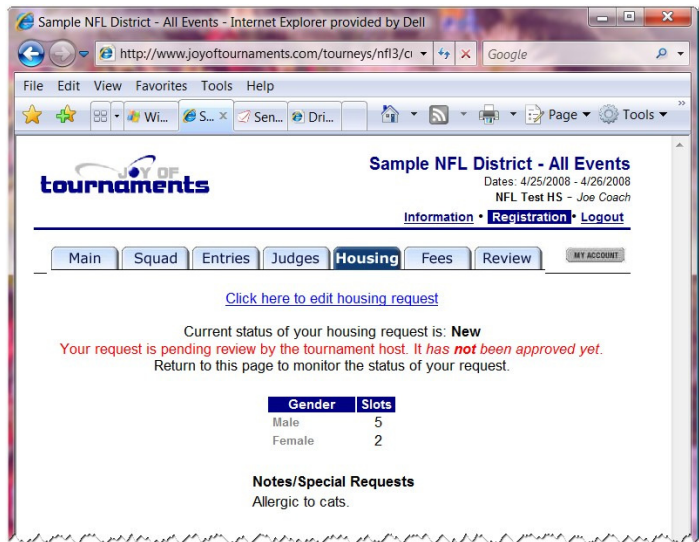
- Once the coach has submitted the request, the screen will change and the status of the request will appear in read: "Your request is pending review by the tournament host. It *has **not** been approved yet*."

- The host can view, accept or deny the requests. To accept or deny housing requests, click on the **Housing** tab and then select a school.

- On this screen, the request may be edited, approved or denied. This is also the same screen the school will see when checking the status of the housing request. If the host received further information via email/phone, it is possible for the host to also edit the housing request from this page.

- The screen will automatically change to show whether this request has been APPROVED or DENIED. (**NOTE: If the host is different than the administrator, you will need to give the host permissions.**
- To do this click on Administration, then on Permissions. When the **Permissions** box appears, click **Add.** Enter the email address and click **Find.** The name will appear. Click on the person's name and select which permissions you are allowing for this tournament.

- If the request is denied or accepted the status message will appear to the coach on their housing page. It should look something like the following screens: