Pref Sheet Administration Options

The Mutual Preference Judging "pref" sheets option is enabled by division; you will need to notify Joy of Tournaments support personnel to enable the MPJ option for each division of debate. Once the option has been turned on, you will find a link labeled "TRPC Judge Preference Sheets" off of your 'Administration' page which will give you access to administrative options for the TRPC Pref Sheets. An additional link will appear for you off of the "Prefs" tab inside the registration area of the website.

Copy Judges

The first step to setup judge preference sheets is to create the list of judges for teams to rank. When you think the judges registered on the website are essentially stable and complete, there is an option to "copy" the judges from the registration website over into the MPJ rating system. The MPJ system works off of a **COPY** so that even if teams go back into the registration website to add or remove judges, they won't appear or disappear on the MPJ sheets unless you intentionally want them to. Once you've released the MPJ sheets, it is probably more appropriate to issue a supplemental sheet for any late additions so that everyone has equal opportunity to rate the same set of judges.

> **IMPORTANT NOTE**: every time you use the "copy" option, it will clear any judges you have in that division which originated from the registration website. Any of the judges

which have been dropped by schools on their registration sheet will be removed and any judges which have been added will appear. If you have manually entered hired judges or volunteer judges directly on the pref sheet, these judges will be retained.

Set Ranking Scheme
The next step will be to determine the "scheme" which you will use for ranking the judges: A/B/C, A/A-/B/B-, or 1-9. The website supports all three schemes, but you'll need to determine which one will apply. Click on the link labeled "Scheme" to select the appropriate scheme for each division of debate. It isn't necessary to use the same scheme for each division of debate (so, for example, the CX Division could use A/A-/B/B- while the LD Division could use A/B/C).

Set Ranking Rules
The next step is to setup the rules for ranking judges in each category. Typically tournaments will create roughly equal categories for each rating, but you can control the minimum number of judges which must be rated in each category. Make sure that there are sufficient judges in the pool to match the constraints (that is, don't require 20 judges in each of 4 categories - 80 judges - when there are only 75 judges, for example). Don't forget to allow for constrained judges which a school will need to mark as well.

If you specify a "Minimum" number of judges in a given category, the website will require the teams to rank _at least_ that many judges at or above that category. Unless you specify a maximum in the category, the website will allow teams to rank more judges than your minimum.

The following screen shot would be a typical setup for a tournament with approximately 80 judges. The setup below requires each team to rate at least 20 judges as "A", and 20 judges as a "A-". Since there is no maximum in any of the categories, a team could rank 30 judges as "A" and 10 as "A-" and still satisfy the minimum requirements.   With 80 judges, this scheme would only require 66 judges to be ranked, so a team could be constrained against several judges and could still leave several judges unranked as well.

Managing Judges on the Pref Sheet
Once you've copied the judges over from the registration system, you'll be able to view the judges which will appear on the rating sheet. You'll want to double-check the list for duplicate judges or obvious errors (judges that don't have real names, e.g. "Judge 1"). Another common error with the judges is for two teams to list the same judge (or perhaps a school to list a judge which the tournament also hires). If you find a judge that should be removed, click on their name off of the 'View Judges' list and you'll find the option to remove the judge.

Hired Judges / Volunteer Judges
You also have an option to add judges which may be hired judges or volunteers that you know should be rated on the sheets. When you add a judge, you can designate the judge as a "Free Strike". Free Strikes are often appropriate for judges added late in the process (after some teams may have already entered pref sheets). To add a judge to the pref sheet, click on "View Judges" and then press the "add" button at the top of the page.

The list of judges that you see when you click on the "View Judges" link is the list of judges each team will see when they enter their pref sheets.

Enabling Pref Sheet Entry
When you consider that your judge list is in good shape, click on the link near the top of the "TRPC Judge Preference Sheets" page labeled "click here to ALLOW". Once you click that link, teams may enter ratings on the website.

Disabling Pref Sheet Entry
When you get to a point you are ready to download the pref sheets, you'll want to turn off the web-entry of pref sheets. Use the link labeled "click here to DISALLOW" to disable the entry of pref sheets.