

Now that I've created my website, now what?

Once you have finished the creation of your registration website, you will then begin the process of monitoring entries as they are made. There may also be times that you need to make changes to the website. Here are some things to watch and consider. In the first part of this document there is a checklist for you to use. The second part of this document describes each of these checklist items in more detail.

Any "administrator only" privilege that is available on the website is indicated with a red link. Most of the administrative options are located behind the red "Administration" link which will appear near the top of the page after you've logged into your website. You may need to share administrative privileges with additional users and that may be accomplished on the "Administration" page via the "Permissions" link on the left-hand side of the page.

____ Open the website for registration

____ Updating information on the website

____ Registering your Squad

____ Monitor room needs

____ Monitor entries

____ Editing entries (if needed)

____ Monitor judges

____ Monitor waiting list

____ Monitor fees (if needed)

____ Adjusting Fees (if needed)

____ Sending a mass mail (if needed)

____ Close the website

____ Export entries

1. **Open the website for registration**

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

2. **Updating Information on the Website**

- ✓ After your website has been opened for registration, you may want to update various parts of the information you have posted (schedule change, important announcements, etc.). Just as you were able to do when you prepared the website information, you may use the "Edit Page Content" link at the top of each page to make changes at any time.

3. Registering your Squad

- ✓ **Entering your Squad** – Log into your website. Keep in mind that when you sign into the tournament you'll have administrative privileges. This means your view will be different than what you might be used to seeing. Start the process by clicking on the "Entries" tab. When the entries page appears, click on the red link that reads: "**Create Entry for ___ School**" (**Figure 1**). This link will take you to a page which will allow you to register your squad.

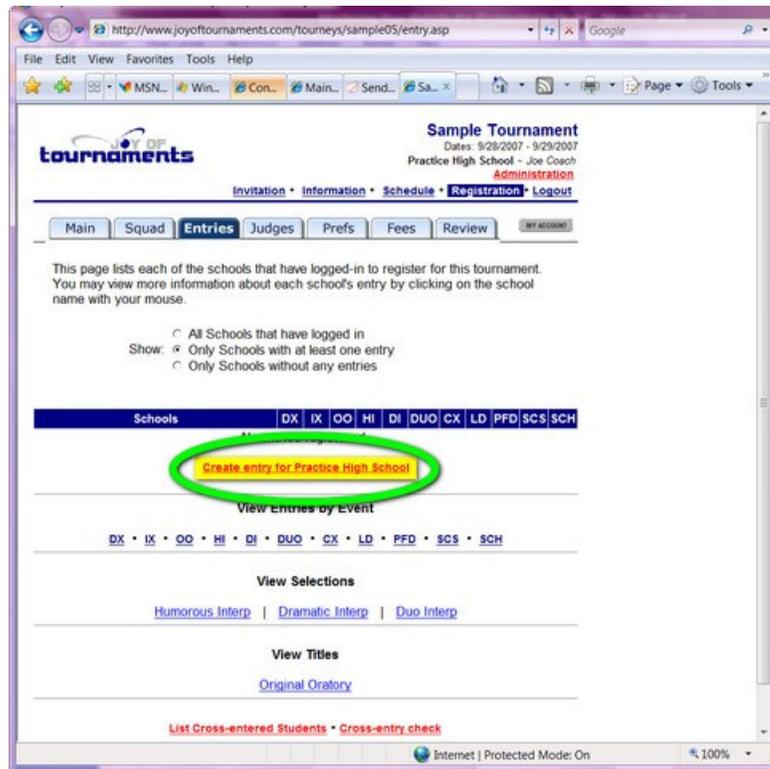


Figure 1 – Entering your squad

- ✓ **Editing your Entry** – Once you have registered your squad, you may wish to edit or view your entry. Click on the "Entries" tab at the top of the page and then find your school's name in the list of schools entered. Click on your school to view or change your entry (**Figure 2**).

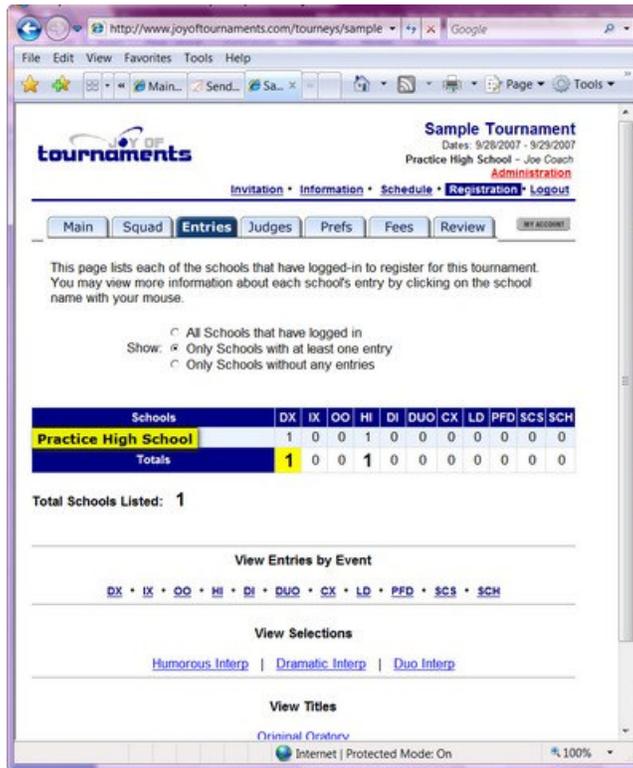


Figure 2 – Editing your entry

4. **Monitor Room Needs** - On the “Main” page you will see “Room Estimates” (Figure 3).



Figure 3 – Room Estimates

✓ **Room Estimates** – below are some brief descriptions of the various portions of this page.

- a) **Entries** – This column shows you the number of entries that are signed up for each event.
- b) **Limit** - This column shows the maximum number of entries the website will accept for each event. You may change this limit on the “Administration” page by clicking on the “Limit Overall” heading (or by using the Entry Limits menu option on the left). If the column lists a zero, there is no upper limit for the event.
- c) **Sections** – These columns reflect the number of rooms you will need assuming sections “of 6”, “of 7” or “of 8” entries per room. The total at the bottom of each column indicates the number of rooms required in each configuration.
- d) **Goal** – This column displays the number of entries you have indicated you will be placing in each room (e.g. 6 per section for an IE, 2 per section for debate, or 4 per section for debate when flighting). The website uses this number to calculate the rightmost column labeled “rooms”. You may change the goal for each event on the “Administration” page.
- e) **Rooms** – Based on the “goal” that you've set, this is the number of rooms you will need for each event.
- f) **Non-flighted** – This column appears for debate events and indicates the number of rooms required assuming your debate schedule is NOT flighted (e.g. Policy Debate).
- g) **Flighted** – This column appears for debate events and indicates the number of rooms required assuming the debates are flighted (frequently seen with L-D Debate and Public Forum).

5. **Monitoring Entries** – You may view a list of entries in each event.

✓ **Viewing Entries by Event** – To view the entries for a particular event (**Figure 4**), click on the “Main” tab, then click on the name of an event. Alternatively, you can find the event abbreviation near the bottom of the “Entries” tab and click on it there.

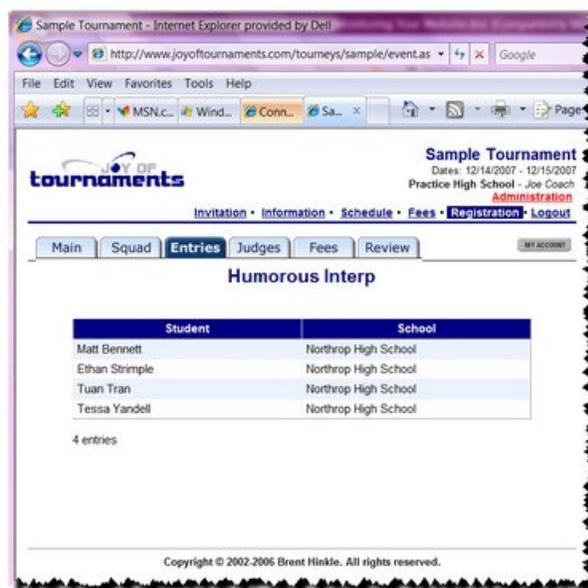


Figure 4 – Viewing Entries in an Event

- ✓ **Allowing schools to View** - If you wish to allow schools to view the entry counts, entry names, and/or the list of participating schools, you may do so by clicking on your "Administration" link and then on "Change Options" (**Figure 5**). From there, you can select which events you wish to make public. Unless you select the option to make entries public, only administrative users may view the list of entries.

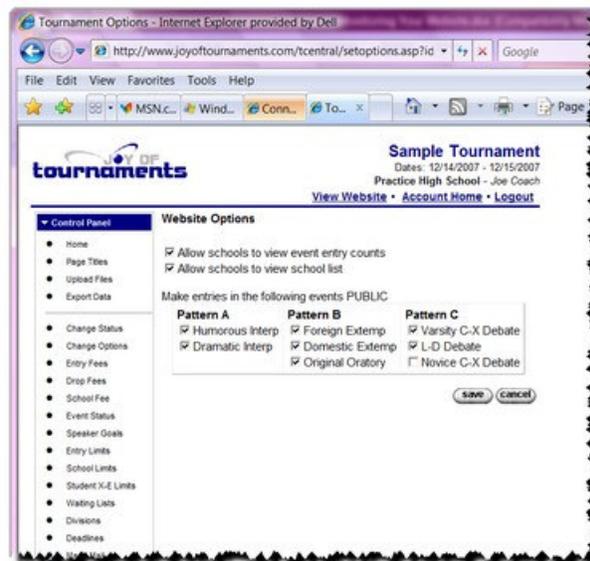


Figure 5 – Website options for entry and school visibility

6. Editing Entries (if needed) – Should you need to make a change to a school's entry (including your own), click on "Entries" and then click on the name of the school. From there, you will click on the name of the student that needs to be changed and proceed as needed (essentially you'll be able to make changes just as if you were logged in using their credentials). It may be desirable to send a 'confirmation' to the coach of that school to show the change has been made. To do this, scroll to the bottom of the page and verify that the email address is correct, and click on "Send".

7. Monitoring Judges - You have the ability to view judges and monitor judge quotas.

- ✓ **Viewing all judges** – to view a list of every judge that has been entered on the website, click on the "View all registered judges" link which will appear at the bottom of the "Judges" tab.
- ✓ **Viewing an Individual Judge** – to see details about a particular judge, click on the name of the judge.
- ✓ **Viewing a summary of Judges by school** – Click on the "Judges" tab. Each school that has registered on the website will be listed along with the number of judges they have supplied in each category (quota) that you have established. To view the actual judge names for each school, click on the name of a school.
- ✓ **Viewing Quotas** – Scroll to the bottom of the "Judges" page and click on "Show Quotas" (**Figure 6**).

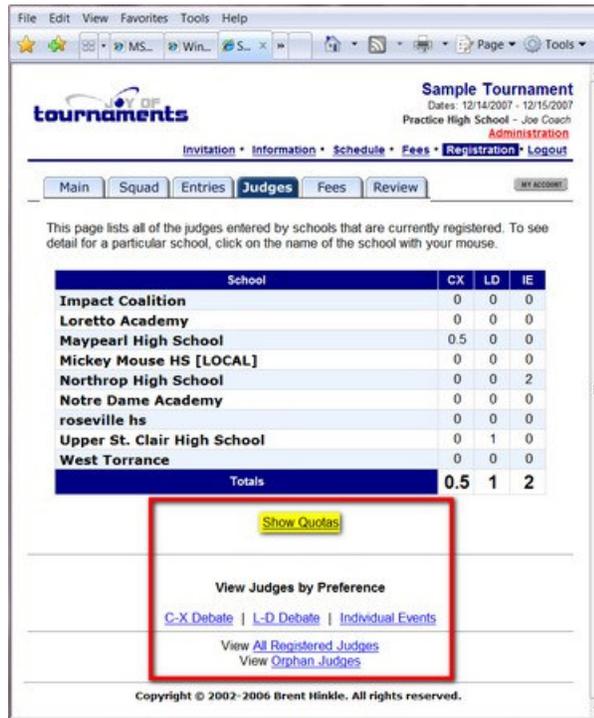


Figure 6 – Show Quotas link

- ✓ When the “Judging Quota” page appears, you will again see the list of schools along with the **required** number of judges in each category for that school. If a school is “short” (that is, if they haven’t supplied enough judges), their quota will be highlighted. (Figure 7)

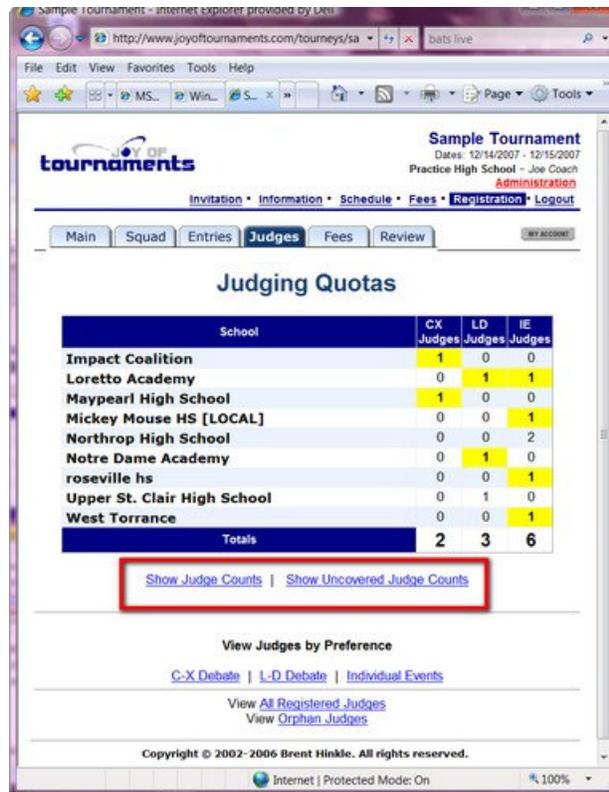


Figure 7 – Judging Quotas

- ✓ To view the number of uncovered judges for each school, scroll to the bottom and click on "Show Uncovered Judge Counts". This report gives you a count of uncovered judges in each category for each school. **(Figure 8).**

The screenshot shows a web browser window with the URL <http://www.joyoftournaments.com/tourneys/sa>. The page title is "Sample Tournament" with dates 12/14/2007 - 12/15/2007. The page is for "Practice High School - Joe Coach" and is in "Administration" mode. The navigation menu includes "Invitation", "Information", "Schedule", "Fees", "Registration", and "Logout". The "Judges" tab is selected in the sub-menu.

The main heading is "Judging Quotas (Uncovered)". Below it is a table with the following data:

School	CX Judges	LD Judges	IE Judges
Impact Coalition	1	0	0
Loretto Academy	0	1	1
Maypearl High School	0.5	0	0
Mickey Mouse HS [LOCAL]	0	0	1
Northrop High School	0	0	0
Notre Dame Academy	0	1	0
roseville hs	0	0	1
Upper St. Clair High School	0	0	0
West Torrance	0	0	1
Totals	1.5	2	4

Below the table are links for "Show Judge Counts" and "Show Quotas". Further down, there is a section "View Judges by Preference" with links for "C-X Debate", "L-D Debate", and "Individual Events". At the bottom, there are links for "View All Registered Judges" and "View Orphan Judges". The footer contains the copyright notice: "Copyright © 2002-2006 Brent Hinkle. All rights reserved." and the browser status bar shows "Internet | Protected Mode: On" and "100%" zoom.

Figure 8 – Uncovered Judging Quotas

- ✓ **Viewing Judges for a Particular Category** – To view a list of judges for a particular category, click on "Judges" and then scroll to the bottom. Click on the category name under the "View Judges by Preference" heading **(Figure 9).**

Sample Tournament - internet explorer provided by Dell

http://www.joyoftournaments.com/tourneys/sa

Sample Tournament
Dates: 12/14/2007 - 12/15/2007
Practice High School - Joe Coach
Administration

Invitation • Information • Schedule • Fees • **Registration** • Logout

Main • Squad • Entries • **Judges** • Fees • Review

Judging Quotas (Uncovered)

School	CX Judges	LD Judges	IE Judges
Impact Coalition	1	0	0
Loretto Academy	0	1	1
Maypearl High School	0.5	0	0
Mickey Mouse HS [LOCAL]	0	0	1
Northrop High School	0	0	0
Notre Dame Academy	0	1	0
roseville hs	0	0	1
Upper St. Clair High School	0	0	0
West Torrance	0	0	1
Totals	1.5	2	4

[Show Judge Counts](#) | [Show Quotas](#)

View Judges by Preference

[C-X Debate](#) | [L-D Debate](#) | [Individual Events](#)

[View All Registered Judges](#)
[View Orphan Judges](#)

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Internet | Protected Mode: On

Figure 9 – Uncovered Judging Quotas

8. Monitor Waiting List - If you have limits set for your events, you may wish to allow a waiting list. If you do so, you will need to monitor the waiting list and accept/reject entries as needed.

- ✓ **Setting Limits** – Limits may be established for each event either by school or on an overall basis. Limits may be changed on the “Administration” page at any time.

- ✓ **Allowing a Waiting List** – Once your limits have been set, you may click on the “Waiting Lists” option on the “Administration” page. From there, you may select the box beside any event where you wish to enable the waiting list (**Figure 10**)

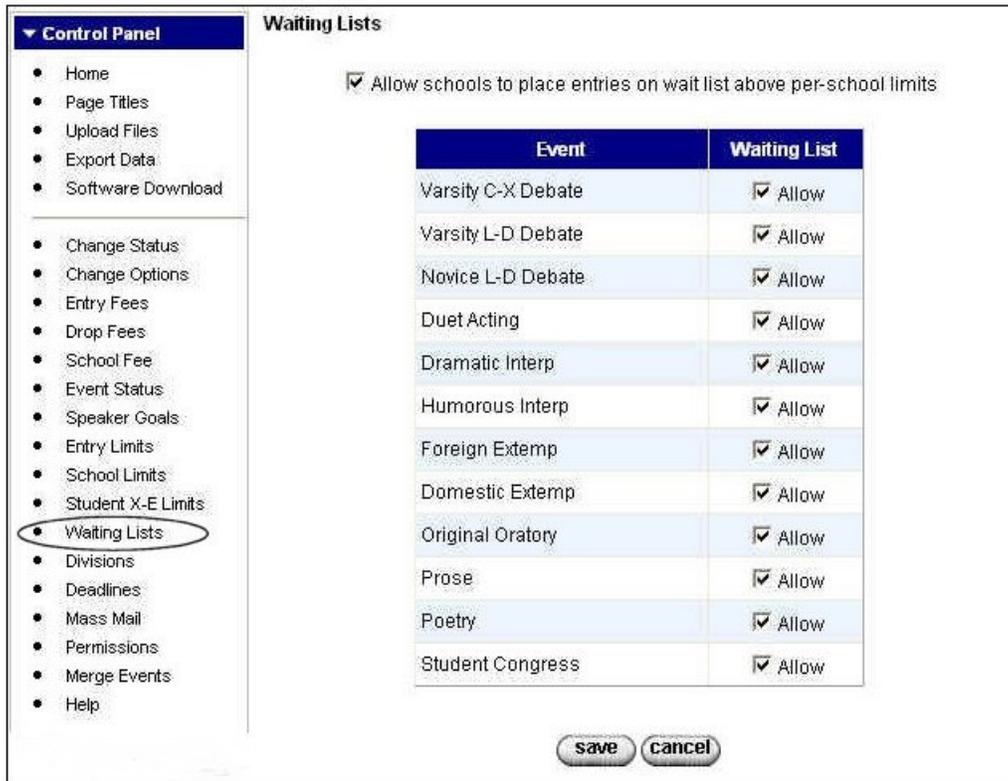


Figure 10 – Enabling Waiting Lists

- ✓ **Viewing and Accepting Waiting List Options** – You may view waiting list competitors by clicking on the “Main” tab. Under the “Room Estimate” section you will see a list of all events. Click on the event you wish to view. Click on the link at the top that says, “View Waiting List” (**Figure 11**). For those entries you wish to allow, click the box under “Mark” next to each entry you wish to accept and then click on “Accept Marked Entries” (**Figure 12**). If you wish to decline the entries, select “Reject Marked Entries.” The box, “Send email notifications” is checked by default and will automatically send these notices out for you. If you do not need to send these notifications, unclick this option.
- ✓ The entries will be displayed in the order they were entered onto the waiting list, but you are not required to accept them into the event in that order.

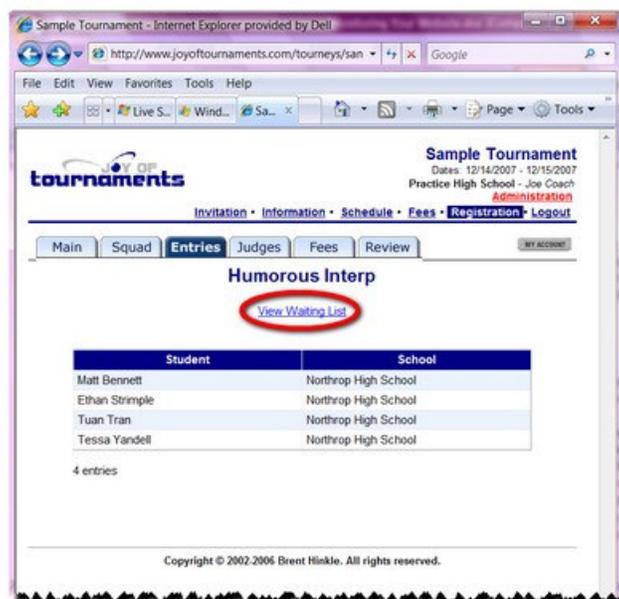


Figure 11 – Waiting List Link for an Event

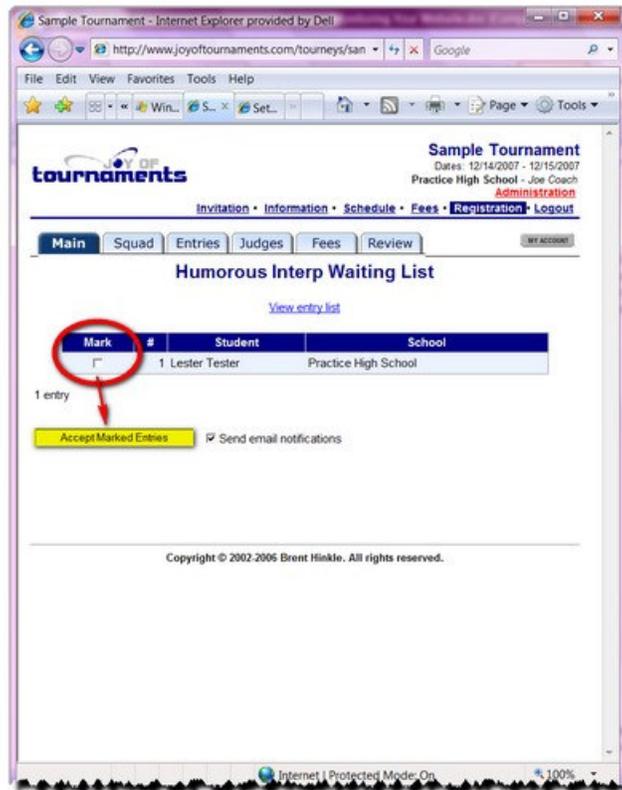


Figure 12 – Waiting List

- ✓ **Raising Suspended Entry Limits** – The website may “suspend” an event when the entry limit has been reached. Suspended events will appear in yellow on the room estimates page. When an event is “suspended” it only means that additional entries in that event will be restricted to the waiting list.
- ✓ First, you may want to raise the event limit by clicking on “Administration” and then on “Limit Overall”. (**NOTE:** you won’t be able to unsuspend an event if there are any entries remaining on the waiting list or if the entry limit is still being met).
- ✓ To unsuspend an event, click on “Event Status” on the “Administration page (Figure 13). On the right side of the box under “action”, you will see a button that says, “Unsuspend” – click on the one next to the event you wish to unsuspend.



Figure 13 – Event Status

9. Monitor Fees – Use the “Fees” page to keep track of what each school owes at any time during the registration process.

- ✓ **Monitor List for All Schools** - Click on the “Fees” tab. A list of schools will appear along with the fees they owe.
- ✓ **Monitor Individual Schools** – To view a fee statement for an individual school click on the “Fees” tab. When you see the list of schools appear, click on the name of the individual school you wish to view. A fee statement for that school will then appear.

10. Adjusting Fees – There are many reasons why you may want to add a fee to a school's fee list (e.g. delinquent fees from last year, membership dues, nuisance fees, etc.).

- ✓ **Adding Fees** - Click on the "Fees" tab of your website and then click on the name of the school. Next, click on the "Add Fee" button on the bottom of the page. (**Figure 14**)

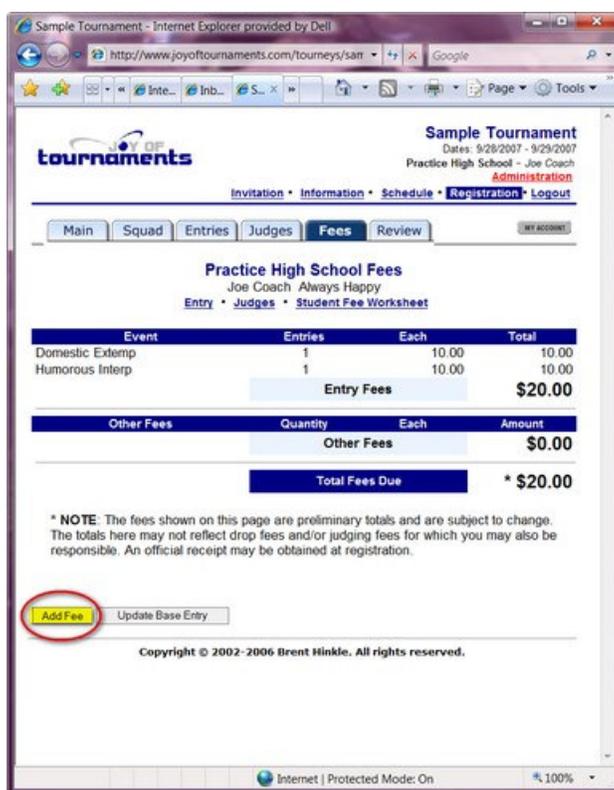


Figure 14 – Add Fee button

- ✓ When the next screen appears (**Figure 15**), fill out the fee description, the quantity, and the fee amount. Click "Save." The new fee will then appear at the bottom of the fee page for that school.

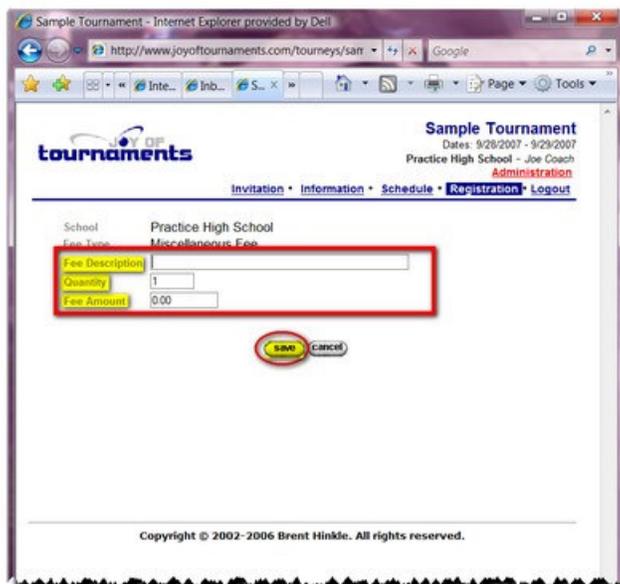


Figure 15 – Adding a fee

- ✓ **Removing/Editing Fees** - There are a number of reasons why you may wish to delete or change fees that are on a school's fee page (e.g. a drop fee that you don't want charged, a free or reduced rate entry for whatever reason, judging fee credits, etc.)
- ✓ Click on the "Fees" tab of your website and then click on the name of a school. Find the fee you wish to remove or edit at the bottom of the schools' fee page. Click on the fee description to make the change (**Figure 16**).

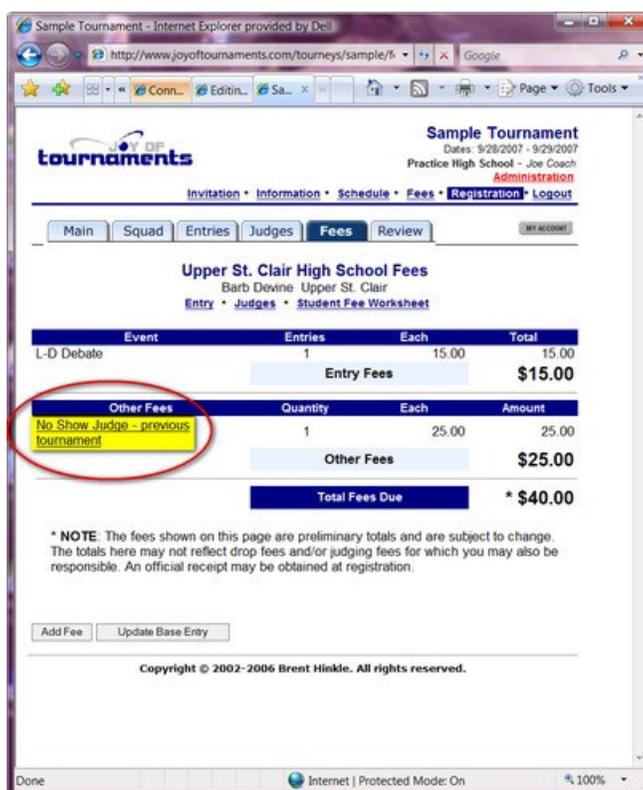


Figure 16 – Selecting a fee to edit

- ✓ When the fee page appears, review it to make sure that you have selected the correct fee (there may be multiple fees listed for a school). To modify the fee (**Figure 17**), change the information in the appropriate boxes and click on "Save".

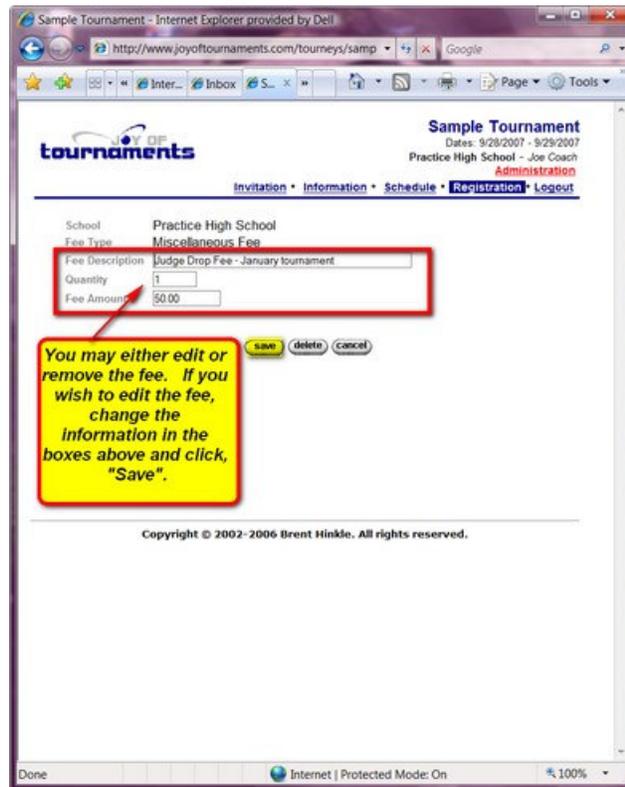


Figure 17 – Changing the Details of a Fee

- ✓ To remove the fee, click on "Delete" button (**Figure 18**).



Figure 18 – Deleting a Fee

- ✓ **Crediting/Discounting a Fee** – You may use the option to credit a school for a number of reasons (e.g. credit for working tab, credit for agreeing to judge extra rounds, special rates for out of state squads, reduced rates for member schools, etc.).
- ✓ Click on the "Fees" tab of your website and click on the name of the school. When the page for that school appears, click on the "Add Fee" button on the bottom of the page (**Figure 14**)
- ✓ When the next screen appears (**Figure 15**), fill out the fee description, the quantity, and the credit amount. You will need to enter the credit as a negative amount. Click "Save."
- ✓ ""NOTE: Keep in mind that when crediting/discounting you will be subtracting the fee from the school's total. A "negative fee" (ex., -\$10.00) will reduce the fee total and a "positive fee" (ex., \$10.00) will increase the fee amount.
- ✓ The credit/discount will appear at the bottom of the fee page for that school (**Figure 19**).

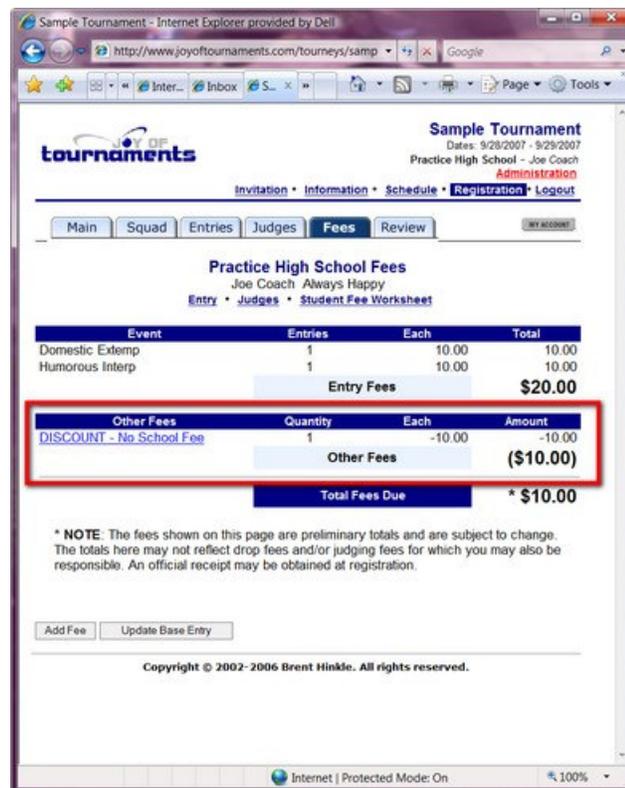


Figure 19 – Viewing a credit fee amount

11. Sending a mass mail – You may send out a mass mail to everyone that is registered for the tournament. To do this, click on the "Mass Mail" option on the "Administration" page.

12. Close Registration

- ✓ You are encouraged to leave the website open for changes as long as possible. The longer the website remains open, the fewer changes you'll have to deal with on your own. Once you close the website, any further changes will have to be dealt with manually.
- ✓ **Closing Registration for Event(s)** – If you wish to close registration for your events (all or some), you may do so by clicking on "Event Status" and then change the "Status" from "Open" to "Closed". A closed event will allow schools to drop and substitute entries, but it will not allow new entries in the event (that is, the total entries won't go up in the event, but it might go down) (**Figure 20**).

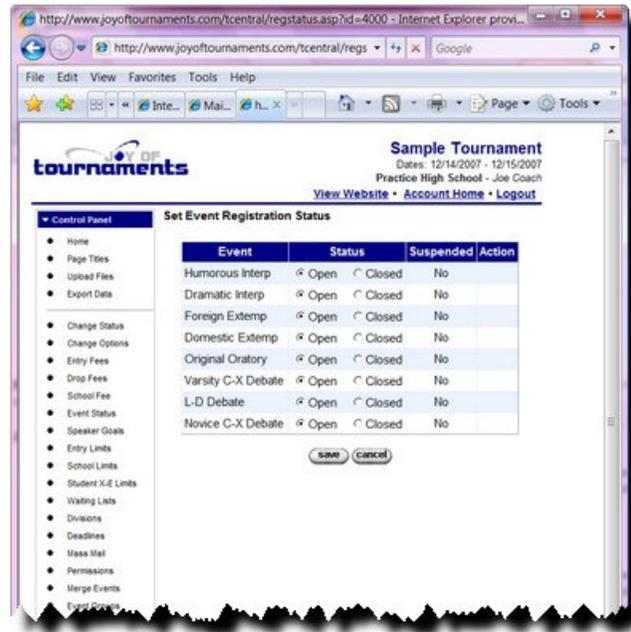


Figure 20 – Event Status

- ✓ **Closing the Website** – There are several different ways to close registration. To close your website, click on “Administration” then on “Change Status” from the Control Panel on the left. In most cases, you will select “VIEWONLY” which allows schools to continue to login on the website and view their entries, but prevents them from making changes. You may change the status multiple times if necessary. For an explanation on which option is best for you, click on “Explain Codes” for further details. Click “Save”.
- ✓ **Understanding the status codes** –

a. What does the PRIVATE status code mean? PRIVATE is the initial status code for the website. Only tournament administrators are able to view the website details (via preview). Other users are not allowed to view the information or to register. This status allows you to prepare the information on the website and preview it prior to making the information generally available. Once you have the details listed on the website as you want, you should change the status to **PUBLIC** or to **OPEN**. After the website has been opened, changing the status to PRIVATE will prevent users from viewing any information about the tournament and probably is a poor choice. The PRIVATE status is intended only for the very initial stages of preparation on the website.

Users that visit your tournament website will receive the following message while the status code is PRIVATE: “Additional information will be made available as provided by the tournament host.”

b. What does the PUBLIC status code mean? The PUBLIC status code allows all users to view the information for the tournament, but disables registration. Use this status when you aren’t ready for registration to open, but you want users to be able to view the details about your tournament. For example, you might post information in August for your January tournament, but you probably aren’t really ready to start processing registration that far in advance. PUBLIC allows visitors to view the information you’ve posted and indicates that registration will be starting at a later date.

c. What does the OPEN status code mean? The OPEN status code allows other users to view the information for the tournament and allows registration (see exceptions below). Use this status when you are ready for registration to occur.

* exceptions:

a. registration will not open prior to the date you have specified for registration to open. If you change the status to OPEN and select a future date, the website will “automatically” allow registrations to begin on the date you specify.

b. registration will not open if there are administrative issues open on your account (delinquent payments, missing payment arrangements, etc.) These problems will be noted on the change status screen if present.

c. registration will not open until after the Joy of Tournaments staff has reviewed your website for setup accuracy.

d. **What does the VIEWONLY status code mean?** The VIEWONLY status prevents any changes from being made on the website (except by administrative users). Attending schools can still login on the website to view their entries, but no changes are allowed.

3. **What does the NONEW status code mean?** This is a variation of the OPEN status which restricts the website to schools that have already registered on the website. Any school that already has an entry for the tournament is allowed to continue to register, but “new” schools (schools which haven't entered the tournament yet) are not allowed to register.

f. **What does the CLOSED status code mean?** The CLOSED status code allows all users to view the information for the tournament, but disallows registration. This status indicates that no further registrations will be allowed (although you still may change the status to allow registrations). CLOSED and VIEWONLY are basically the same thing except that VIEWONLY is considered more of a “temporary” state and CLOSED is more of a “final” state.

13. Export website entries

- ✓ To obtain data from the registration website, click on “Export Data” from the “Administration” page.
 - ✓ You may export information from the website at any time and you may do it multiple times. You are encouraged to try a “dry run” export several days prior to your actual tournament so that you can become familiar with the export process. You can then repeat the download closer to the actual tournament.
 - ✓ **VERY IMPORTANT NOTE:** when you export entries for the “last time”, make sure that you have changed the status of the website to VIEWONLY or CLOSED. If the website remains open after you export entries, coaches will still be able to make changes on the website. It is very easy to miss changes this way. To make sure that they can't go back onto the website to make any further changes, change the website status to CLOSED.
- a) **To The Joy of Tournaments Tabulation Software** – Click on “Export Entries (Joy of Tournaments Import Format)”. For further help with this process, you may read through the help files found at: <http://www.joyoftournaments.com/help/webimport.htm>
 - b) **To TRPC/TRIEPC Tabulation Software** – Click on “Export Entries (TRPC/TRIEPC Import Format)”. This option will not appear unless you have notified the Joy of Tournaments staff that you will be using TRPC/TRIEPC for tabulation. Links to help for this option are available on the “Export Data” option.
 - c) **To Excel Spreadsheets** – You may also create spreadsheet reports in either tab delimited or comma separated format, all of which can be opened in Microsoft Excel (if you aren't sure which you need, select the TAB delimited format).