

## Top 10 Steps to Setting Up A Successful Tournament

It is very helpful to use these ten steps as a checklist for using the software:

1. **Download/Install/Authorize.** Update the software on every computer you'll use for tabulation. (QUICK TIP: On your website, click on **Administration** -> Software Download->Full Version. Walk through the steps as guided.

**Authorize the software.** Once the software installs, the registration dialog should appear. If it does not, go to Help -> Registration.

(QUICK TIP: Click on the button at the top that says, "Register Free Standalone Version". Click "OK". The "Registration succeeded" dialog will appear. Click "OK".

*NOTE: This is the same version you have always used....MOST tournaments have always used the Standalone version.*

2. **Save your tournament.** Be sure to save your data where you can find it later (perhaps in My Documents or on your Desktop). (QUICK TIP: File->Save As....Browse to the location. Type over the \*.trn and name the file. Click "Save". **Be SURE the red flashing save button (on the bottom right) disappears; if not, re-save.**) Wherever you save the data, verify that you've selected a location that won't erase your data when you logout. **WARNING:** some schools install software such as DeepFreeze which will remove data when you log out. The computer on your desk may not have this installed, but it might be installed on "public" computers which you may be assigned to use in another location in a computer lab or library. Ask your technology folks about such issues; you don't want to lose your data!)

3. **Set the name and date of your tournament.** (QUICK TIP: File ->Properties. Change the "untitled tournament" to a name you wish to show up on your postings and reports. Next, set the dates and **MAKE SURE the start and end dates match The Joy of Tournaments website.** Click "OK".)

4. **Import website registrations.** (QUICK TIP: File->Import Website Entries->Enter your email address and password and walk through the steps as guided.)  
*NOTE: If a warning pops up that says your dates are not correct DO NOT ignore this step. Stop, go to File -> Properties and fix the dates to match the ones on your website, and then you may return to this step.*

5. **Assign Codes.** By default, schools will be coded with numbers, but you may assign different school codes if desired.

(QUICK TIP: Right-click on the “Schools” folder and select, “Assign School Codes” and choose from the available options.)

OPTIONALLY: You may also wish to assign codes to individual competitors/teams. (QUICK TIP: Click File->Assign Codes. Select the best option for your tournament.)

**6. Create and copy the schedule.**

(QUICK TIP: Open the Events folder, right-click on the event and then on “Rounds”. Add rounds to the bottom box then, click on the round at the bottom and set the time/options for your tournament. Once the schedule is set for that event you may copy that schedule to other events with the same schedule. Right-click on the event with the schedule you created -> Copy Rounds->Select events with the same schedule->OK.)

**7. Add your rooms to the software / assign rooms to events.**

(QUICK TIP: On the navigation tree on the left, right-click on the Rooms folder and click “Add”. You will only \*need\* to enter the room number in the “name” box and then hit “Enter”. **NOTE: By default, the rooms are ALWAYS AVAILABLE. Enter times ONLY if the room has a special schedule.**) After you’ve entered the “inventory” of the rooms you have available for use, assign the rooms to specific events and rounds. (QUICK TIP: Right-click on an event->Rooms. Move the rooms over to the “Selected Rooms” box. Move to the next round and repeat.)

**8. Set Prelim Ranking Rules/Tabulation Method.**

(QUICK TIP: Right-click on the event->Properties->Misc. Click “Edit”. Name your rule. Move options to the Ranking Priorities box. Click “OK”. Select the rule you created from the dropdown menu. **You only need to create the rule once; you can share tab rules between multiple events which are tabbed the same.**

**9. Create schematics for IE and pair debate rounds.**

(QUICK TIP: Right-click on the round under the event and select Create Sectioning or Pair.)

**10. If needed, Assign Judges.**

(QUICK TIP: Right-click on the round and select Auto Judge Assignments or Manual Judge Assignments.)

This list will get you started, but is certainly not “all inclusive.” If you get stuck there are several options that offer further help:

- Download the training notes. On your website, click on “Administration” then on “Help”. Download the “Tab Software Training Notes” manual.
- If you are running Congress at your tournament, check out the notes we’ve created specifically for congress from “Administration” -> “Help” on the website.
- Call with quick questions (Monday to Saturday) at 806-773-0162 x701.

**BONUS OPTION FOR POSTING RESULTS AFTER THE TOURNAMENT IS COMPLETE:**

- Did you know that we are now able to automatically post the NFL points for the attendees of your tournament? There are a few small steps to make this happen. If you are connected to the Internet at your tournament, upon completion and the final save, click "FILE" -> Upload Results -> Begin Upload. **FOLLOW UP WITH AN EMAIL** to [support@joyoftournaments.com](mailto:support@joyoftournaments.com) and let us know you wish to take advantage of the "auto post feature". If you wish to have your results posted on your website, please indicate that in the email as well. You'll hear back from us once the results have been posted.

→**NOTE:** If the automatic option fails, you may send us the data later. When you can access email, you'll need to send an email to [support@joyoftournaments.com](mailto:support@joyoftournaments.com) with a copy of your saved data (FILENAME.jot and FILENAME.trn) attached. **Be sure to indicate in the email** that you wish to take advantage of the "auto post feature". If you wish to have your results posted on your website, please indicate that in the email as well. You'll hear back from us once the results have been posted.

Thank you for choosing The Joy of Tournaments; we appreciate your business. Our goal is to help make your tournament experience a simple one, so if we can be of further assistance, please don't hesitate to ask.