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Overview

The first thing to understand about setting up NSDA District Congressional Debate on Joy of Tournaments is the way that the chambers or "houses" are handled. Chambers or houses are the Congressional Debate competition rooms, similar to a section in an individual event or a pairing in debate. In NSDA Congressional Debate, there will be a single chamber which should be labeled "The Senate" and, possibly, multiple chambers which will be labeled "Houses". Since there may be multiple Houses, they may be labeled numerically, such as House 1, House 2, etc.; or alphabetically, such as House A, House B, etc. However, there may be a single House depending on the number of eligible students.

The Senate chamber is comprised of two "Senators" from every participating school, while the House is comprised of "Representatives", based on the number of NSDA degrees that each school has earned. The number of NSDA degrees and the number of representatives a school is able to send to the district qualifier can be obtained from the NSDA website.

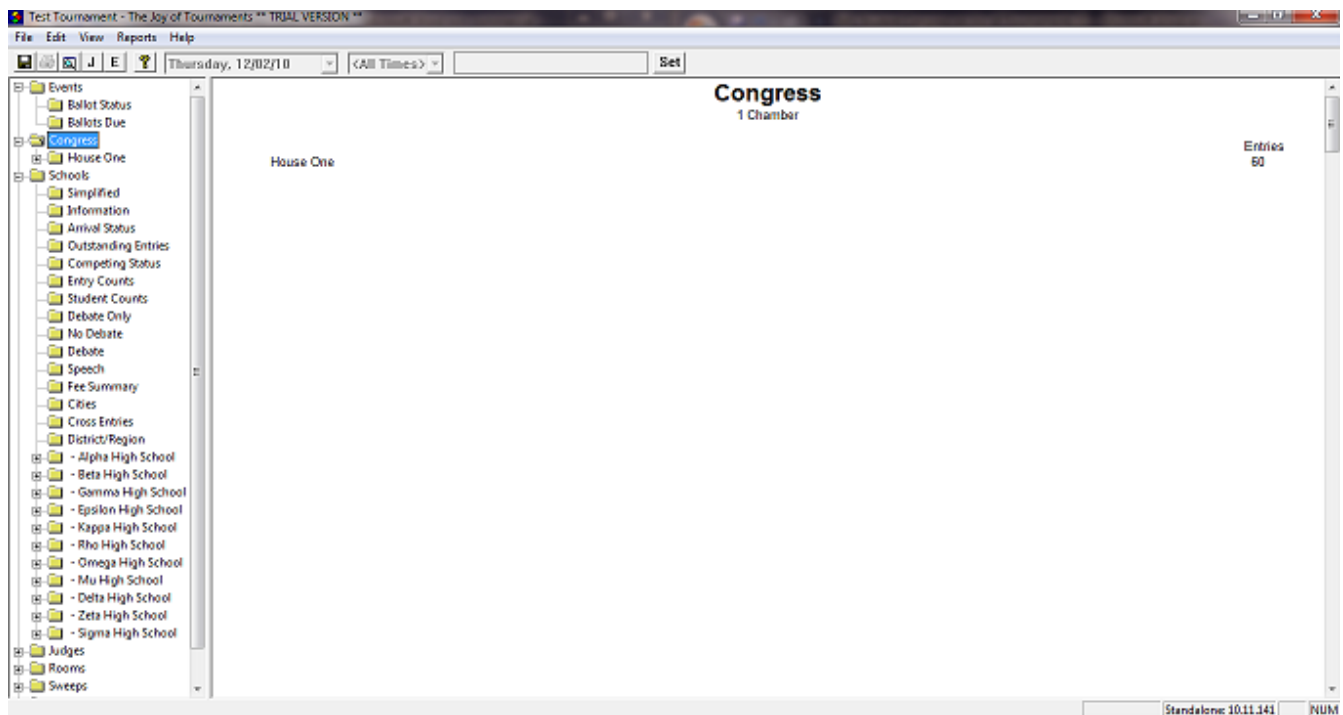
Each chamber is setup as a separate event inside the tab software. So, if you will have two prelim chambers of the House plus a super session, and one prelim chamber for the Senate, you will setup four events. (For example, you may have events labeled such as, "Senate", "House 1", "House 2" and "Super Session". In each of these chambers there will be different rounds, which are called sessions in Congressional Debate.

Once you complete a chamber's preliminary sessions, you will have the option of breaking or "advancing" the best congresspersons to the next level (e.g. from Prelim chambers to Finals/Super Session).

Section I: Before the Tournament

When you initially import the entries from the registration website into the tab software, your Congress entries will be split into two chambers – one for the “Senate” and a second chamber for the “House”.

If you are having more than one chamber in the House, you will need to split up the students between chambers as requested by the coaches on their registration sheets.



Naming Chambers: In this example, we'll pretend that the website had a “Senate” with 20 entries and “House” with 40 entries. The “House” needs to be separated into two equal chambers of 20. – NOTE: You may name the houses using any scheme that makes sense to you, e.g. “House 1” and “House 2” or “House A” and “House B”, or “Red House”, or “Blue House”.

Our first step will be to rename the single "House" chamber with the name of one of the Prelim Chambers. The initial chamber will be split into two houses, but we can use the initial chamber as one of those two houses.

To rename the chamber, you must access the properties of the existing chamber. Right-click on **House** on the navigation tree and select **Properties**. You should see something similar to the example on the right.

We'll use "H1" as the abbreviation (for "House 1") and "House One" as the name. While on this screen you can also alter the seating chart to accommodate the needed configuration or you can wait until later in your setup process. Click "OK".

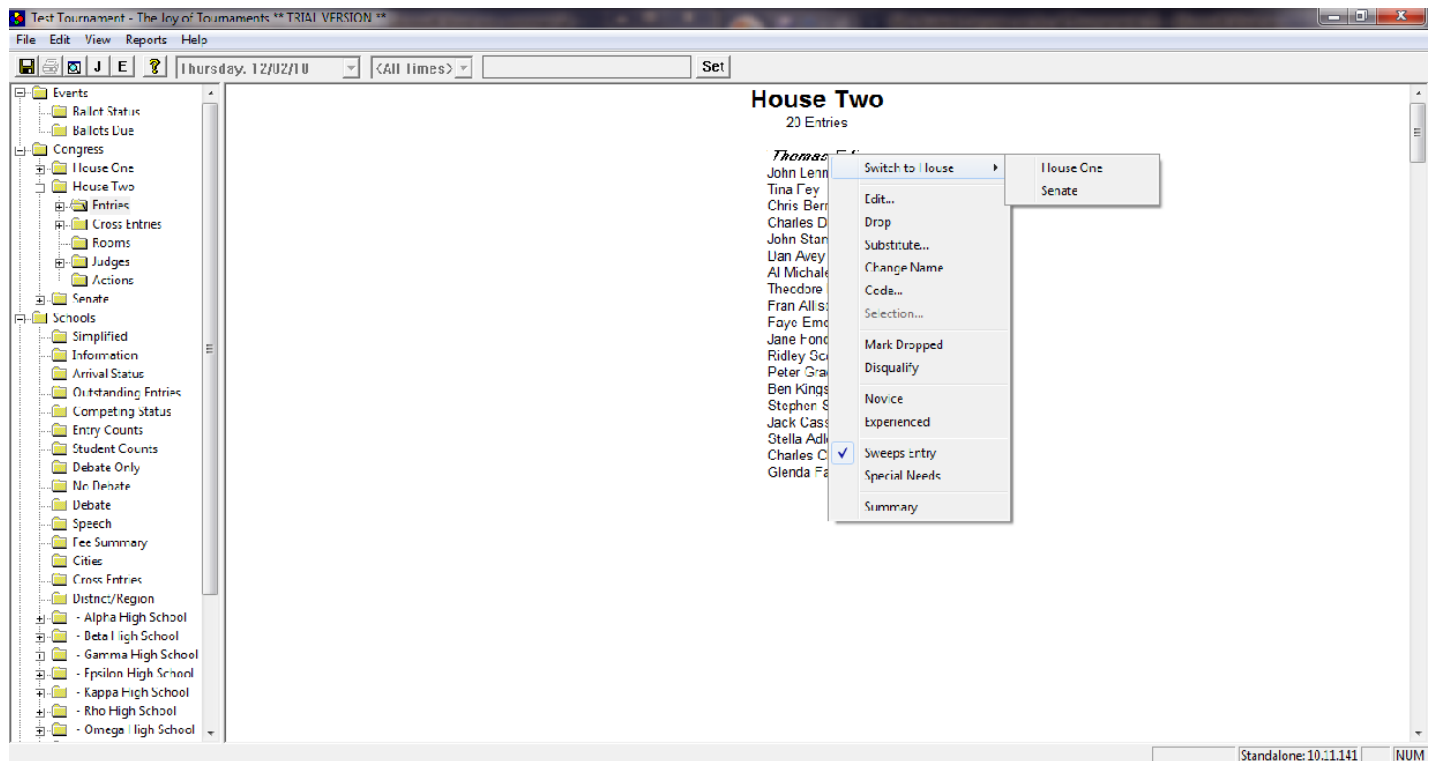
Adding Chambers: Now, we need to setup a second prelim chamber ("House Two"). To do this, right-click on the "Congress" folder and select "Add...". You'll see the "Add Event" dialog appear (*pictured on the left*); it looks similar to the House properties pictured above. This time, we'll use "H2" as the abbreviation (for "House 2") and "House Two" as the name. Select the radio button labeled "Congress" for the method on the left-hand side. Once you select this radio button, the Congress Seating section will appear. Again, you can decide how many rows and columns you will have in the chamber or wait until later in your setup process, and then press OK.

If you have enough entries to create more than two chambers, repeat the process again in order to add additional chambers as needed.

At this point, you should now have three prelim chambers set up within the software (House1, House 2 and Senate). Notice that all 40 entries are still in "House One". Now that you've created three prelim chambers, we can distribute the students between the three chambers.

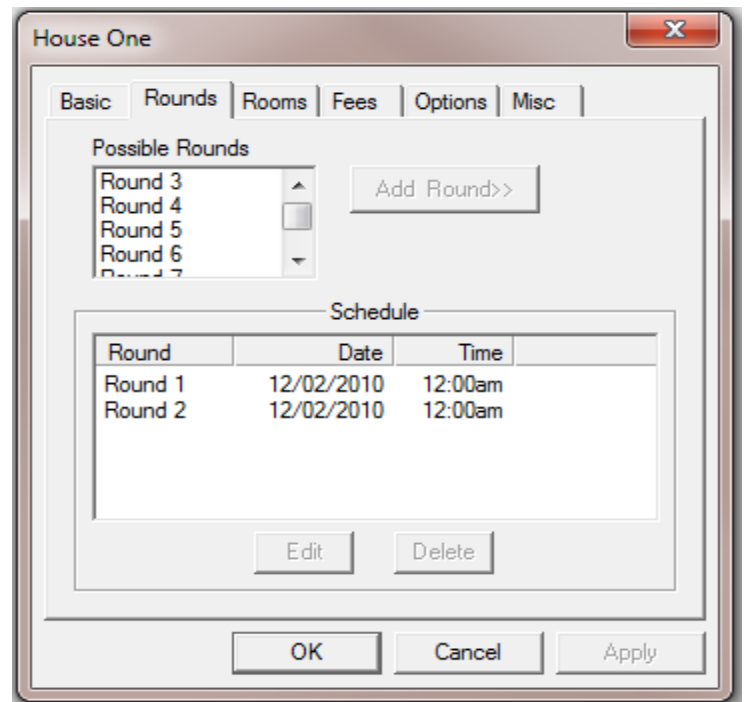
NOTE: For NSDA District Tournaments, schools will specify which students are to remain together, so you'll need to refer to their registration sheets and assign them to the chambers accordingly.

Moving Students: To move students between chambers, open up the folder for one of the chambers and find the "Entries" folder. On the right side of your screen, move your mouse over a student's name in the entry list. Right-click on a name and select the option labeled 'Switch to House' and select the appropriate chamber.



Creating a Schedule: You are now ready to start working with each chamber. The next step will be to establish the schedule for the preliminary sessions. Right-click on **House One** on the navigation tree. Select **Rounds**.

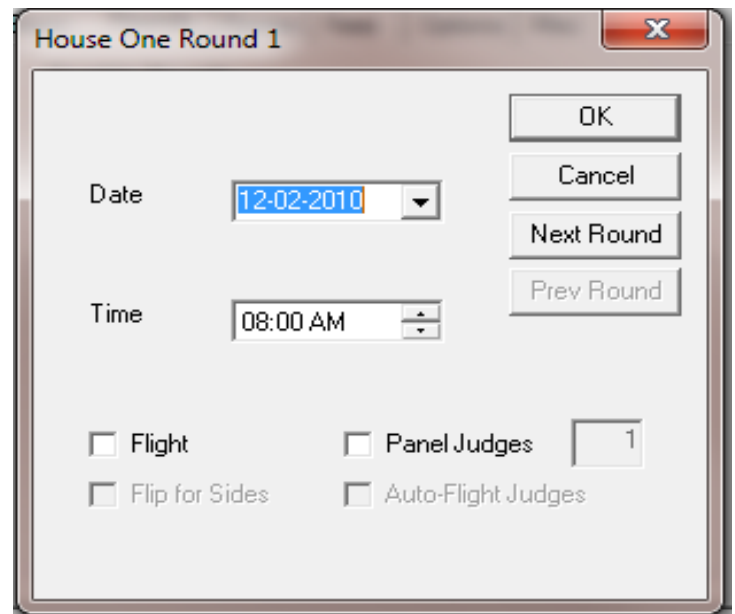
Add "Round 1" and "Round 2" (or the requisite number of rounds a.k.a. sessions) to the schedule for House One. Once the required number of rounds has been selected, highlight **Round 1** at the bottom of the dialog and then press the **Edit** button.



Be sure you've selected the correct start date, and then set the time for the prelim session of House One. Hit "Next Round" and set the appropriate date and start time for the next session and hit OK. Repeat until your schedule is set for all sessions.

Once you have set the appropriate date and time for your preliminary sessions, click **OK** to dismiss the time/date dialog and then OK again to dismiss the House One rounds dialog.

NOTE: The "rounds" will now be labeled as "Sessions" on the navigation tree on the left-hand side.

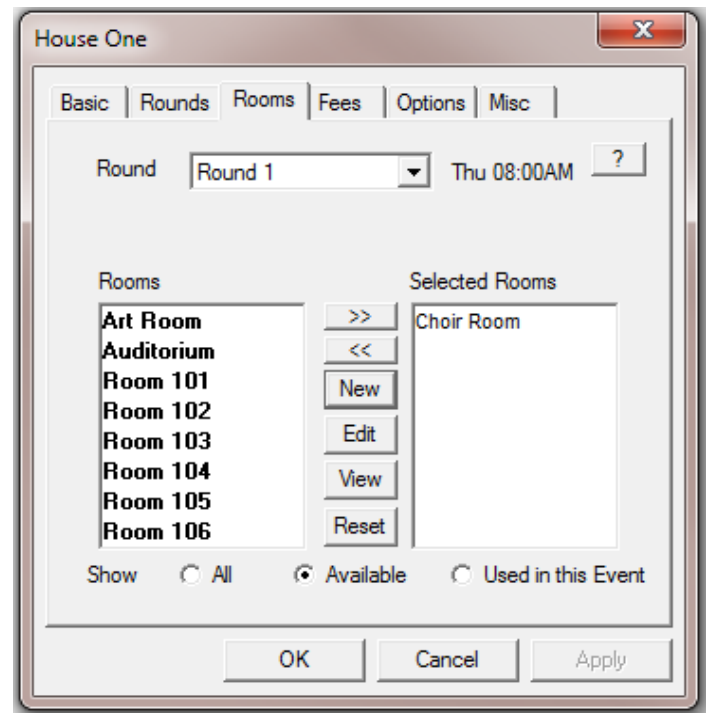


Presumably, all of your prelim chambers will be running on the same schedule. On the navigation tree on the left-hand side, right click on **House One** and select **Copy Rounds**.

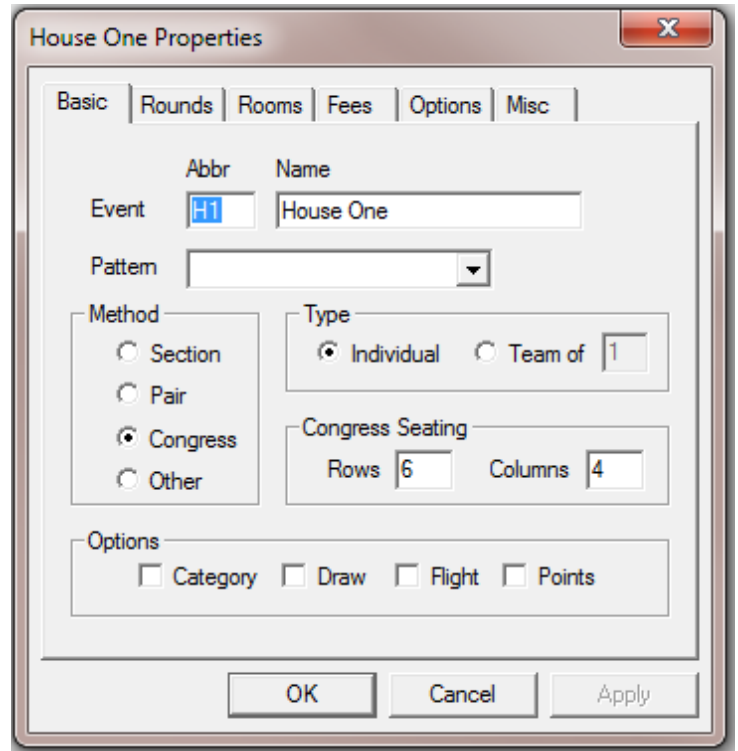
Highlight **House Two** and **Senate** (and any additional chambers you have created). Click **OK**. Each of the three chambers now has two preliminary sessions scheduled. The next step is to enter the room which will be used for each of your congress chambers.

Rooms: Right-click on **House One** and select **Rooms**. Click on the **New** button in the center of the box to add a new room. The room will appear in the box on the left. Double-click on the room which will be used, for "House One" and it will move to the "Selected Rooms" box on the right. (The "Choir Room" will be used in this example). Be sure the room moved to **Selected Rooms** box on the right hand side.

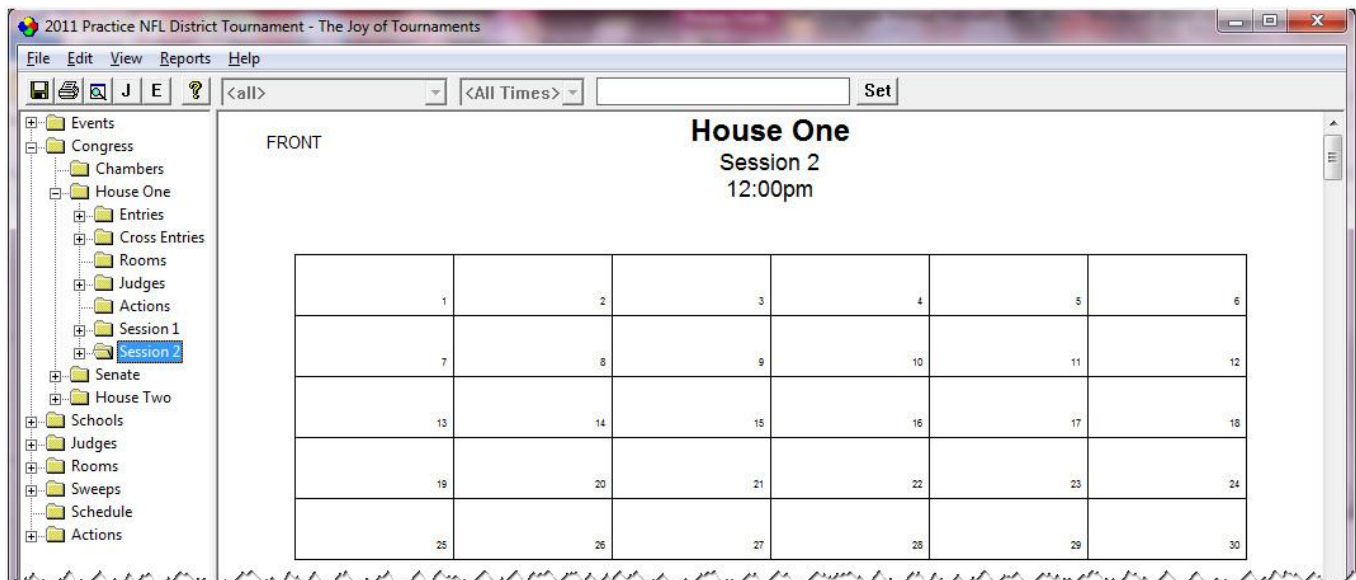
To set the room for round two, go to the drop down menu to find "Round 2" (*pictured left*). A popup will ask if you would like to copy the rooms from Round 1 to Round 2. If you would like to use the same room, click **Yes**. If you would like to assign a different room, click **No**. Repeat this process for your remaining chambers.



Creating Room Configuration: If you have not done so, setup the dimensions of the rooms for the seating chart. Right click on "House One" on the navigation tree. Select **Properties**. In the area labeled "Congress Seating", enter the number of rows and columns to indicate the arrangement of the desks in the room you are using for "House One". In our example, we'll enter six rows with four columns. This will tell the software that the room has a total of 24 seats arranged with six rows. Click **OK**.



If you'll open up the "House One" folder from the navigation tree and then click on the session, you'll see the empty seating chart displayed on the screen with the geometry you specified. (*Pictured below.*) Repeat this process for each chamber.



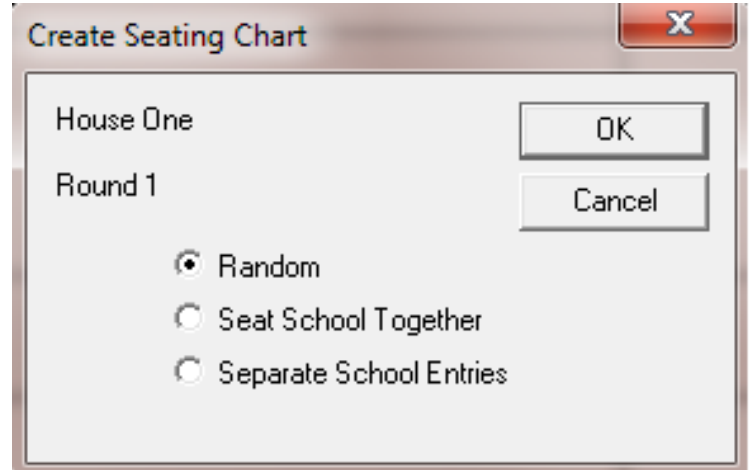
Creating Seating Charts: We are now ready to begin creating seating charts for the chambers. Open up the **House One** folder. Right click on **Session 1**. Select **Create seating chart**.

Select the method you want to use for seating the students within the chamber. Click **OK**. Left click on the **Session 1** folder and you will see the seating chart on the right-hand side of your screen. Repeat this process for each session.

If you want to move students around, you may use your mouse to drag and drop students to move them around within the chamber's seating chart. Once you have your seating chart finalized, you may want to print it for use.

NOTE: Even if you do not want to utilize the software to track where students are seated, you should still create a seating chart.

TOGGLE PERSPECTIVE: You may print a seating chart that shows different perspectives. For example, you might want to print a different seating chart for the judge with a "back of the room" perspective and one for the parliamentarian with a "Front of the room" perspective. To toggle the perspective, right-click on the right side over the seating chart and select "Toggle Perspective". The following examples show a seating chart from the front and back perspectives.



2011 Practice NFL District Tournament - The Joy of Tournaments

File Edit View Reports Help

Icons: Home, Print, Refresh, J, E, ?

<all> <All Times> Set

FRONT

House Two
Session 1
8:00am
12-101

B Jaber 1	B Lauer 2	S Garza 3	S Cariell 4	A Wuerfel 5	Z Mayberry 6
M Adamson 7	M Mohanty 8	M Jafri 9	M Volant 10	M Kim 11	
C Skoog 13	C McCoy 14	G Watson 15	G Anderson 16	O Carter 17	O Mahon 18
T Shahbazian 19	T Ippolito 20	L Mai 21	L Mooney 22	D Marchi 23	D Heif 24
		J Lemon 27	V Ashford 28		

For Help, press F1 Standalone: 12.3.1526

2011 Practice NFL District Tournament - The Joy of Tournaments

File Edit View Reports Help

Icons: Home, Print, Refresh, J, E, ?

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BACK

House Two
Session 1
8:00am
12-101

		V Ashford 28	J Lemon 27		
D Heif 24	D Marchi 23	L Mooney 22	L Mai 21	T Ippolito 20	T Shahbazian 19
O Mahon 18	O Carter 17	G Anderson 16	G Watson 15	C McCoy 14	C Skoog 13
	M Kim 11	M Volant 10	M Jafri 9	M Mohanty 8	M Adamson 7
Z Mayberry 6	A Wuerfel 5	S Cariell 4	S Garza 3	B Lauer 2	B Jaber 1

Section II: During the Tournament

Adding Scorers: You can add judges by right clicking on the **SESSION** for the chamber, selecting “Judge Assignments. When the Judge box appears, you can select the judges from the “Possible Judges” box by double-clicking on the name. The judge will then move to the “Assigned Judges” box on the top, right.

Round 1 House 1 Judges 08:00 AM Friday

Event: House 1
 Round: Round 1
 Section: Section 1

Judge Search: Possible Judges (29)

Search: All (selected), Unassigned

Assigned Judges: 08:00 AM Friday

Assigned Judges list:
 2 Ulla Underwood (*R)
 1 Tara Tretter (*P)

Substitute button

Code Name
 A07 Gena Byers
 C21 Miles Wheeler
 D16 Madysn Zoucks
 K06 Phoebe Clarke
 L08 Jayson Tolke
 M06 Hazel Wade
 O01 Ethel Coveney
 S08 Shawn Sarfoth
 T32 Rovece Tomco

Judge Search Filters:

- Include Judges not in event Pool
- Include School Restricted Judges
- Include Judges Dirty in Event
- Include Judges Dirty in Section
- Include Judges with Strikes
- Include busy judges
- Include hired judges
- Include unconfirmed Judges
- Include non checked-in Judges
- Include "Don't Use" Judges
- Include "Unavailable" Judges
- Include "Stop Using" Judges
- Include School Affiliated Judges
- Include coaches
- Include Non-obligated

Region: any
 District: any
 Rating: any
 Flag: any

Assignments: Min 0 Max 99 Update

Possible Judges list (highlighted with red box):

- <anonymous judge>
- 0 Bill Allen (*A)
- 0 Alice Alverno (*A)
- 0 Amber Ambrose (*A)
- 0 Julie Ambrose (*A)
- 0 Alex Anaya (*A)
- 0 Adam Anzanie (*A)
- 0 Alex Armstrong (*A)
- 0 Alicia Asmore (*A)
- 1 Bob Brown (*B)
- 0 Chris Carter (*C)
- 0 Christy Chapman (*C)
- 0 Carla Clayton (*C)
- 1 Geoffrey Geuryer (*F) *
- 0 Greg Grey (*F)
- 0 Paul Picker (*L)
- 2 Peter Piper (*L)
- 0 Patricia Pourier (*L)
- 1 Rachel Radimer (*N)
- 0 Ralph Rizjak (*N)
- 0 Rory Rodriguez (*N)
- 1 Stacey Sharebox (*O)
- 0 Steve Smirty (*O)
- 0 Stan Steer (*O)
- 0 Tory Tambia (*P)
- 2 Thomas Tank (*P)
- 0 Unna Ulbe (*R)
- 0 Zach Zito (*T)

Sort by: Last Name (selected), First Name, Code, District, Region, # Rounds, Priority

last: Alverno, Alice (*A)

Tabulating Results: To enter results for Congressional Debate, open up the House One folder on the navigation tree. Right click on **Session 1**. Select **Enter ranks**.

Begin typing in the last name of a student. As you type, the dialog will locate the first student in the list displayed on the left-hand side. Once the student's name has been highlighted, hit "Tab" and you may begin entering results.

NOTE the Shortcut option:

To move between the blanks for that scorer, hit "Tab" again. When you've finished with that scorer, hit **Enter** to move down to the next scorer. When you're completely finished entering scores for that student, hit "enter" twice to begin with another student name.

House 1 Session 1

by

Enter

Close

Chamber Rank	Speech Scores							
	1	2	3	4	5	6	7	8
Underwood, Ull:								
Treatier, Tara (f								

Gena Byers
Phoebe Clarke
Ethel Coveney
Cy Hutton
Shawn Sanforth
Jayson Tolke
Royce Tomco
Hazel Wade
Miles Wheeler
Madisyn Zoucks

A Alpha Academy

Sort By
 Code
 First Name
 Last Name

Hide congresspersons with a chamber rank
 Hide congresspersons with speech scores for all judges

NOTE: By default, the dialog will expect that you will be entering in the last name of each student in order to locate them. You can adjust this by changing the radio button selection at the very bottom of the dialog. We'll keep the default for this example. If you change the "Sort By" option, you can enter the first names or the codes in order to locate students.

NSDA Rules for scoring are as follows (from page 15 of the District Manual): "Scorers' ranks are inputted, with non-ranked students considered as ranks of 9. The parliamentarian's ranks, up to the eighth are inputted, with subsequent ranks considered as ranks of 9."

So for each competitor you will need to record:

- the scorer rankings (1-8) for each session. **You do not need to enter the "9" for unranked students as the software will automatically assume a "9" for unranked competitors.**
- the parliamentarian's ranking (1-30) of each competitor.

Important notes regarding the parliamentarian:

- NOTE:** The 6th tiebreaker is "Rank by the parliamentarian", so it's **NECESSARY** when using the JOT software **to rank every student in the chamber from 1-30** in order for the software to tabulate correctly in case of a tie-breaker.

- It is no longer necessary to “flag” the Parliamentarian. **Because this “scorer” will be the ONLY one to rank all the students in the room (1-30), the software is designed to KNOW this scorer is the parliamentarian.**
- Since the parliamentarian stays with this chamber for all preliminary sessions, which session to record the parliamentarian ranks is not important.
- However, if you choose to have your parliamentarian give speech scores in both sessions, you’ll need to add the parliamentarian as a judge in EACH session. In the first session(s), you’ll ONLY enter the speech scores for each student. Then, you will need to assign the parliamentarian to the last session and enter the parliamentarian’s ranks (of 1-30) into that session. (NOTE: *The speech scores are not used in the tie-breaking process, but are used for awarding NSDA points.*)

Scorer Rank: You will enter the scorer rank (and parliamentarian rank) in the **Chamber Rank** column.

Speech Scores: Students are awarded NSDA points based on the average of the speech scores they receive. Enter each speech score in the boxes under the “Speech Scores” section. NOTE: *The speech scores are not used in the tie-breaking process, but are used for awarding NSDA points.*

House 1 Session 1

by

Enter

Close

Gena Byers
Phoebe Clarke
Ethel Coveney
Cy Hutton
Shawn Sanforth
Jayson Tolke
Royce Tomco
Hazel Wade
Miles Wheeler
Madisyn Zoucks

Chamber Rank

Speech Scores

	1	2	3	4	5	6	7	8
Underwood, Ull:	8	5						
Treatier, Tara (*f								

A Alpha Academy

Sort By

Code First Name Last Name

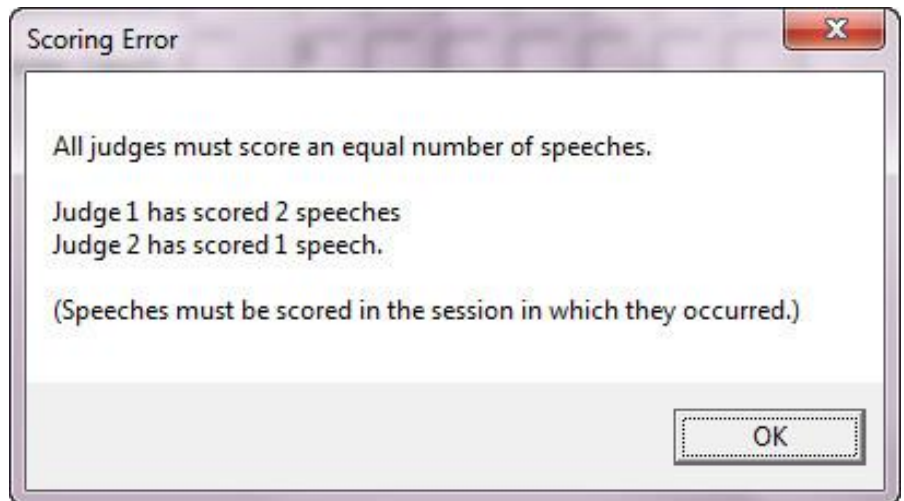
Hide congresspersons with a chamber rank

Hide congresspersons with speech scores for all judges

For the example pictured on the right, we see that Gene Byers was ranked third in the chamber by scorer one, and he spoke twice receiving an eight on the first speech and a five on the second speech.

Be sure that you have entered an equal number of speech scores for each judge. If not, you'll receive this "error" message.

NOTE: You are not required to enter speech scores for the parliamentarian. If the parliamentarian does score the speeches, you should enter them in the appropriate session (that is, since the parliamentarian stays across sessions, part of their speech scores will be recorded in session one and part in session two, depending on when the student actually gave each speech).



After you've entered the chamber ranks and the student's scores, be sure to press ENTER to save those results. You may then begin typing in the name of the next student.

Press **CLOSE** when you have completed entering the results for the chamber.

Reviewing the Results: To review the results open up the **Session 1** folder underneath the "House One" and clicking on the folder labeled **NFL Results**.

If there are missing ballots, those will be listed in red on the right hand side of the screen. In addition, if a judge has marked two students with the same rank, that will also be noted in red on the right hand side of the screen. To correct an oversight of marking the same score for two separate students, go back to the previous step and you can reenter the incorrect ballot.

House One
Congress Rank Summary

			J1	J2	Adj	Total
M	George Gammersly	Gunters High School	3	1	4	4
S	Vance Voorhaus	Verde High School	1	3	4	4
M	Gunner Gunnells	Gunters High School	2	2	4	4
C	Xanthan Xerig	Xerox High School	4	5	9	9
J	Yasmin Youngblood	Youngsblood		4	13	13
T	Odalys Overland	Openheim High School	5		14	14
A	Dane Daley	Duncan Prep Academy		6	15	15
O	Irene Iridorze	Indian High School	7	8	15	15
T	Ophelia Osterheim	Openheim High School		7	16	16
G	Harriet Harrison	Harvey High School	8		17	17
A	Darla Dearharding	Duncan Prep Academy			18	18
B	Stanley Seer	Steel State High School			18	18
C	Xing Xater	Xerox High School			18	18
C	Xio Xang	Xerox High School			18	18
D	Queenie Quaint	Queens Heritage Academ			18	18
D	Quite Quontrary	Queens Heritage Academ			18	18
G	Harry Holander	Harvey High School			18	18
G	Harley Himmell	Harvey High School			18	18
J	Yolanda Yearling	Youngsblood			18	18
L	Patty Pearson	Pratt High School			18	18
M	Greg Ginseng	Gunters High School			18	18
M	Gary Garson	Gunters High School			18	18

For Help, press F1

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Understanding the Reports

1. The **Results Summary Page** shows the chamber rank (left-most number) and the speech scores. The Total column is the total of the speech scores for recording NSDA points.
2. The **NFL Results Page** shows the chamber ranks for each judge in the chamber. (More detailed explanation is described below).
3. The **NFL Speeches Page** shows the speech scores for each student with a Total column (for recording NSDA points).

Understanding the NFL Results Page:

2011 Practice NFL District Tournament - The Joy of Tournaments

File Edit View Reports Help

J E ? <All Times> Set

Events

- Congress
 - Chambers
 - House One
 - Entries
 - Cross Entries
 - Rooms
 - Judges
 - Actions
 - Session 1
 - Result Summary
 - NFL Results
 - NFL Speeches
 - Session 2
 - Result Summary
 - NFL Results
 - NFL Speeches
 - Senate
 - House Two
 - Schools
 - Simplified
 - Information
 - Arrival Status
 - Outstanding Entries
 - Competing Status
 - Entry Counts
 - Student Counts
 - Debate Only
 - No Debate
 - Debate
 - Speech
 - Fee Summary
 - Cities
 - Cross Entries
 - District/Region
 - Single Intent
 - C - Xerox High School
 - V - Adams High School
 - Z - Baron High School
 - X - Xerox High School

House One
Congress Rank Summary

		J1	J2	J3	J4	J5	Adj	Total	
M	Gunner Gunnells	Gunters High School	2	2	3	1	1	9	9
S	Vance Voorhaus	Verde High School	1	3	4	2	2	12	12
M	George Gammersly	Gunters High School	3	1	2	3	4	13	13
J	Yasmin Youngblood	Youngsblood		4	7	5	3	28	28
T	Ophelia Osterheim	Openheim High School		7	5	4	6	31	31
A	Dane Daley	Duncan Prep Academy	6	6	8	7	7	34	34
C	Xanthan Xerig	Xerox High School	4	5			8	35	35
D	Quite Quontrary	Queens Heritage Academ			1		19	37	47
M	Gary Garson	Gunters High School			6		5	38	38
T	Odalys Overland	Openheim High School	5				14	41	46
O	Irene Iridorze	Indian High School	7	8			23	42	56
V	Alana Arlington	Adams High School			6		12	42	45
C	Xio Xang	Xerox High School			8		18	44	53
G	Harriet Harrison	Harvey High School	8				20	44	55
B	Stanley Seer	Steel State High School					10	45	46
D	Queenie Quaint	Queens Heritage Academ					11	45	47
J	Yolanda Yearling	Youngsblood					13	45	49
G	Harry Holander	Harvey High School					14	45	50
O	Ike Idries	Indian High School					15	45	51
C	Xing Xater	Xerox High School					16	45	52
Z	Benton Benz	Baron High School					17	45	53
G	Harley Himmell	Harvey High School					21	45	57
M	Greg Ginseng	Gunters High School					22	45	58
L	Patty Pearson	Pratt High School					23	45	59
A	Darla Dearharding	Duncan Prep Academy					24	45	60

The "Adj" column is the total of the students' chamber ranks with the Parliamentarian's score as a "9". The blanks count as a "9" for the judges that did not score that student.
For example, Alana Arlington receives: 9+9+9+6+9=42 (adjusting the Parliamentarian's score)

The "Total" column is the total of the students' chamber ranks with the Parliamentarian's score as "face value" (the rank the student ACTUALLY received). Again, the blanks count as a "9" for the judges that did not score that student.
For example, Alana Arlington receives: 9+9+9+6+12=45 (keeping the Parliamentarian's score)

NOTES about this report:

- The students are listed in order with the top student on the list being the first place student (with lowest rank) and the bottom student being the last place student (with the highest rank).
- The software is designed to break ties and list the students based on the NSDA rules as outlined in the "District Tournament Operations Manual" in the section on "Running the District Congressional Debate Tournament" about "Tabulating Ranks".
- The **Adj Column** is the total of the students' chamber ranks with the Parliamentarian's score as a "9". The blanks count as a "9" for the judges that did not score that student.
For example, in the picture above, Alana Arlington receives a 9+9+9+6+9 =42. (Each blank where the judge did not score a student is defaulted to a 9.)
- The **Total Column** is the total of the students' chamber ranks with the Parliamentarian's score as "face value" (the rank the student ACTUALLY received). Again, the blanks count as a "9" for the judges that did not score that student.
For example, in the picture above, Alana Arlington receives a 9+9+9+6+12 =45. (Each blank where the judge did not score a student is defaulted to a 9.)

IF you will have a Super Session:

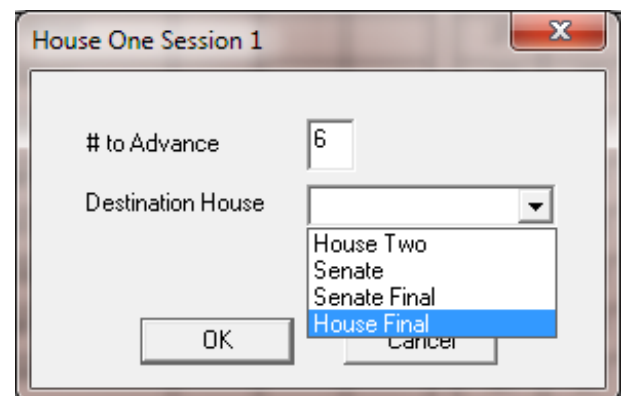
Setting up Final Chambers: Once you have entered the results for prelims, you are ready to select the congresspersons that will advance to your next level. We'll assume for this example that you will be advancing from the two prelim chambers ("House One" and "House Two") to a ("House Final"). Often, the final chamber is referred to as a Super Congress.

You'll repeat the process we initially used to set up preliminary chambers to establish final chambers. (Right-click on the **Congress** folder and select **Add**. Select **Congress** as the **Method**; assign an abbreviation and a name to the chamber; enter the rows and columns corresponding to the geometry of the room you will be using. Add a round to the chamber. Assign a room.)

IF You will have a Super Session:

Advancing students: Open the last prelim session folder to find the **NFL Results** folder. Right-click and select **Advance Congress persons**. Advance the students from each prelim "House" into a single final house.

Second, you will need to complete the judge assignments for the Super Congress session, just as you did in the prelim sessions. Right-click on the **session** and select **Judge Assignments** and assign the required number of judges to the session.



To enter ranks for the final session, follow the same procedure as in the preliminary sessions. Open up the "House Final" folder (or whatever you have named it) on the navigation tree. Right click on the session under the "Finals" folder. Select **Enter ranks** as you did in the preliminary sessions.

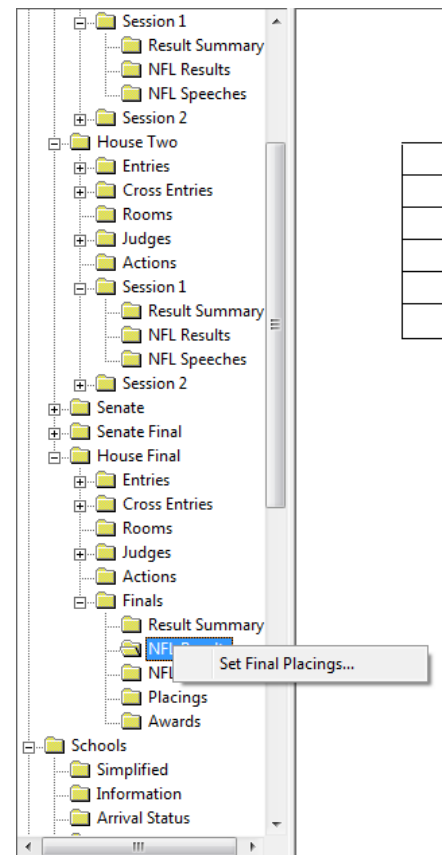
Setting Final Placings:

With OUT Super Session - After you have entered the ranks for each session of all chambers, you will need to set the final placings.

- Right-click on the **Session 2** folder and select **Re-label Round**. Select, **Finals**.
- Right-click on the **NFL Results** folder and select **Set Final Placings**. This will allow viewing the students' overall rankings in the "Placings" folder. Repeat this process for the "Senate" or other houses.

WITH Super Session - After you have entered the ranks for each session of all the "Finals" chambers, you will need to set the final placings.

- In the "House Final" folder, right-click on the **NFL Results** folder and select **Set Final Placings**.
- Right-click on the **NFL Results** folder and select **Set Final Placings**. This will allow viewing the students' overall rankings in the **Placings** folder. Repeat this process for the "Senate".



Completing the Event: The last step in the congress tournament is to complete the event, which will produce your awards script. You must right-click on the name of your chamber, "House", "Senate", or "House Final" and select **Complete**. Once complete, you can navigate to the file labeled **Awards**. Once printed, the script may be used to read at the award ceremony. Repeat this process for the other chambers.

Congress Sweeps: A new folder will appear under the **Sweeps** folder after you've re-labeled your last session to "finals" and you've set final placings (both are described above). If the sweeps folder is not appearing try collapsing the tree on the left and re-opening. Also, double-check that the software is set to follow NSDA rules (File->Properties->Styles->NFL District Tournament) and the event is set to use NSDA tabulation rules (Right-click on the chamber name->Properties->Misc -> Be sure **NFL** is selected in the "Tabulation Method" box)..

Print NSDA Results Report: To print the results page showing the NSDA Congress Qualifiers, click on **Reports** at the top of the page and select, **NFL District** and then **Congress Qualifiers**.

NOTE: The blanks for NFL District and the host school will be “pre-populated” by entering this information inside the software. To do this click on **File - > Properties -> Host Info**. Be sure the host school name is in the top box and the NFL District name is in the bottom box.

NOTE: You will need to write in the Presiding officer information.

NOTE: (If applicable) – For those using the Preferential Voting system, you’ll need to prepare a document that shows the winners based on the preferential vote that took place. Be sure to include this document with all final submission to the NSDA office.