Things to do AFTER an NSDA District 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 geared specifically toward an NSDA District tournament whereas the help pages inside the software contain a lot of information that may only apply to other tournament styles.

NOTE: This document is part 1 of a 3 part series for NSDA District tournaments.

Use this as a checklist for things to do <u>AFTER</u> the tournament:

- _____1. Merge tournaments, if needed.
- _____ 2. Mark deferred students
- _____ 3. Print the Advancing Report.
- 4. Print the Alternates Report.
- 5. Send the electronic results. (Inside Joy software, File->Upload Results->Begin Upload)

6. Send your data in an email (attaching the Filename.trn AND the filename.jot). to Lisa at the NSDA (info@speechanddebate.org).

7. Send the NSDA the required forms with signatures.

After the Tournament Process

- 1. Merge tournaments, if needed.
 - If your tournament is held on different weekends, or if you tabulated the debate events on one computer and the individual events on another computer, you will need to merge the results back together into one file.
 - At the end of your tournament(s), you will have two different data files (one for each portion of your tournament. Most likely they will have different names and they will be stored where ever you saved your tournament data.
 - When you are ready to merge the tournaments together you will open up the tournament data that has the **Individual 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 IE results. Browse thru the navigation tree to verify that your final rounds all have ballots entered and that the IE results have been properly located.

• 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 debate 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.)

In the box below, enter the current tourname		
L		Browse

At this point, you will need to match the events. If you have not created the debate events on the IE computer (or if you deleted them from the IE computer), the names of the debate will not register in the

Current Tournament area, so you will select **New Event** on the left-hand side of the dialog that appears. If the IE tournament data file does include the debate events, you'll select the name of the event (i.e., Policy Debate) on the left-hand side and match it on the right-hand side.

• (It is possible that the left-hand side might read "C-X Debate" and the right-hand side read "Policy Debate" if you named them differently for some reason). 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.**

Select one event from each list The 'imported' tournament will REPLACE 'current' tournament	
Current Tournament	Imported Tournament
[New Event] Policy Debate	Policy Debate Novice Policy Debate
Novice Policy Debate	

- When the Merge box appears, click the Merge Tournaments button. Then click Finish.
- Repeat this process for the other two debate 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.

2. Mark deferred students.

When a student double-qualifies for nationals, refer to the "Single Entry Letter of Intent" form. This form will clarify which event the student chose for competition at NSDA Nationals. Next, you'll need to tell the software which event the student WILL attend at Nationals.

Let's say a student qualifies at districts in both Original Oratory and International Extemp. The "Single Entry Letter of Intent" indicates that this student has chosen to compete in International Extemp at nationals. They DO NOT want to compete in Original Oratory, so you'll need to "defer" in Original Oratory and tell the computer that they have deferred the slot in Original Oratory.

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- To do this, you will open the event in where they have chosen NOT TO ATTEND. Click on the **Entries** folder.
- The list of all the competitors will appear on the screen on the right. Right-click on the name (on the **Entries** page on the right) and select **Deferred by Single Entry.**

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Events Ballot Status International Extemp Omestic Extemp Original Oratory	A05 <i>Laz Grant</i> A06 Keisha Rhinehart	Original C 29 Entrie Edit	es M30 Linda Kranz M31 Sharron Magor	
Bound 2 Cross Entries Cross Entries Cross Entries Cross Entries Dudges Actions Round 1 Round 2 Round 3 Round 4 Round 5 Cross Entries Order of Finish Dramatic Interp Do Interp Do Interp Do Lotete Debate Debate Duol Interp Schools Judges Schools Sweeps Schedule Actions	C33 Alex Eaton C34 Alisya Eichard E64 Cressida Kepplin G75 Melissa Ottman G76 Mike Ruch H92 Beverley Sandys H93 Annabelle Roadm J97 Camden Parrish J06 Barb Davis J07 Quintin White J08 Stewart Jackson K18 Ginny Ivanokov L23 Ebony Million	Drop Substitute Change Name Code Selection Mark Dropped Disqualify Novice Experienced Sweeps Entry Deferred by Single Entry Summary	N39 Angelica Milne O46 Linda Andrews P50 Sandra Henry Q60 Rosy Dale Q61 Aaron Lawrence Q62 Fancy Hanseu Q63 Tianna Gottwine R82 Larry Brynu S93 Esther North S94 Kendra Gunderson T09 Corina Wallace T10 Kortney Richardson	

 NOTE: THIS OPTION IS NOT TO BE USED TO DROP A STUDENT. <u>USE THIS ONLY</u> IF A STUDENT IS DOUBLE-QUALIFIED, because the qualified student IS the actual qualifier, and by deferring him/her, he will not be listed as the actual qualifier in the school's history. (Report these drops directly to the NSDA office.)

NOTES ABOUT THE DEFERMENT OPTION:

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- **NOTE 1:** To double-check the deferment, open the **Entries** folder, you will see one student has an asterisk. This indicates that the place has been "deferred" due to the Single Intent letter. The student has chosen NOT to attend nationals in that event.
- **NOTE 2:** If you open the **Finals** folder and then click on **Placings**, you will see that the student still appears in the qualifying place, but the asterisk is there to indicate the deferment.
- **NOTE 3:** If you click on the **Awards** folder, the student also still appears in the same place. Both of these options will still show the actual ranking because many districts still generally announce the "actual" placings in each event.
- **NOTE 4:** If you click on the **Order of Finish** folder, the student will also still be shown in the same place, but again, the asterisk is there to indicate the deferment.
- **NOTE 5:** The Advancing and Alternates reports will not calculate and complete unless all double qualified students have been deferred appropriately.
- **NOTE 6:** The main purpose of the 'defer option' is to make the "Advancing" and "Alternates" accurate. These reports indicate to the NSDA the top competitors in each event that will actually "take" the spots at nationals. The deferred option feature affects both of these reports, but not much else.

3. Print the advancing report.

• The advancing report is required by NSDA to indicate which students will *actually* compete at NSDA Nationals. To print this report, click on the **Reports** link at the top of the page and then on **NSDA District.**

[AFTER]

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Events	Rooms by Event		Events				1.
General Schools Judges Rooms Sweeps	Entries by Event Entries by Squad Cross Entries by School	,	9 Events ** Complete **	Entries 16	3	Goal 6	Room; 3
- Chedule	Placings by Event Awards by Event		Individual Events Individual Events Individual Events	15 29 28	3 5 4	5 6 7	3 0 4
	Sweeps by School Sweeps by Event Individual Sweeps by School		Individual Events Individual Events Debate Debate Debate	32 24 16 24 38	5 * 4 * 8 * 12 19 *	7 7 2 2 2	0 0 12
	Fees by School Results by School		Debut	50	15	2	
	Judges by Event Judge Strike Sheets						
	Assignments by Judge						1
	Entry Form Entry Form (Grid)						1
	Results Form Magic Numbers PRP Non-sweeps entry list						
	NFL District	•					4

• Next, you will click on the **Advancing Entries** option. Once the report is ready, it will appear on the right.

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File Edit View	Reports Help				
	Multiple Postings	e *	Set		
Events	Rooms by Event			<u>^</u>	
	Entries by Event Entries by Squad Cross Entries by School)	9 Events	Entries Sections 16 3	6 3
─ ☐ Schedule ⊕ ☐ Actions	Placings by Event Awards by Event		Individual Events Individual Events Individual Events	15 3 29 5 28 4	5 3 6 0 7 4
	Sweeps by School Sweeps by Event Individual Sweeps by School		Individual Events Individual Events Debate Debate Debate	32 5 * 24 4 * 16 8 * 24 12 38 19 *	7 0 7 0 2 0 2 12 2 0
	Fees by School Results by School				
	Judges by Event Judge Strike Sheets				
	Assignments by Judge				
	Entry Form Entry Form (Grid)				
	Results Form Magic Numbers PRP Non-sweeps entry list				
	NFL District	Advancing Entries			
L		Alternate Entries School Reports (Yellow Sheets) School Congress (Green Sheets)			
NFL District Advan	cing Report				Standalone: 7.12.
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- NOTE: Be patient. Depending on the size of the tournament, this report could take several minutes to generate. NOTE: The report will not be finalized if there are any students that are "double-qualified". The software will show you a list of students that are double-qualified. (See the section above on how to mark a student "deferred".)
- When the report is finished generating, a page similar to the following will appear:

	II Time .	Set					
Events Ballot Status International Extemp		REPORT OF NFL DISTRICT	T TOURNAM	ENT			
Domestic Extemp							
Original Oratory	The NFL 1	ournament for the			District		
Entries	Held at				2008		
Cross Entries							
🔁 Rooms		PUBLIC FORUM DEBATE (No.	of Teams: 38)				
🕀 🚞 Judges							
		Evangelina Mccrady & Alex Nash Benita Whirlow & Ace Tedrow		Chi Central High School Beta High School			
		Kimball Barnes & Alisya Eichard		Alpha Academy			
B Gund 2	quanner			infine instantia			
🗉 🧰 Round 3		POLICY DEBATE (No. of 1	leams: 16)				
🗉 🧰 Round 4	Qualifier	Adriana Wickes & Clark Pirl	from	Gamma High School			
		Gladys Klockman & Melyssa Kraig		Alpha Academy			
	Qualifier						
E Finals		DUO INTERPRETATION (No.	of Teams: 24)				
Awards							
	Qualifier	Cy Hutton & Jayson Tolke	from	Pi South High School			
Co Liverana latera		Gabriel Wiggins & Tye Warren	from	Upsilon School			
Dramatic Interp	Qualifier						
Duo Interp		ORIGINAL ORATORY (No. of C	ontestants: 29)				
Concurs in the second sec							
	Qualifier Qualifier	Beverley Sandys Camden Parrish		Omicron High School	L		
	Qualifier	Camden Parrish	from	Upsilon School			
a Public Forum	guanner						
Schools		U. S. EXTEMP (No. of Conte	estants: 15)				
Judges (Qualifier	Al Mauricio	from	Nu Academy			
- Kooms	Qualifier	Reina Shaw		Gamma High School			
	Qualifier						
Schedule		FOREIGN EXTEMP (No. of Co	intertante: 16)				
Actions		TOREIGN EXTEMP (NO. 01 CO	intestants. To j				
	Qualifier	Larry Brynu	from	Chi Central High School			
	Qualifier	Kimball Barnes	from	Alpha Academy			
	Qualifier						
	DRAMATIC INTERPRETATION (No. of Contestants: 32)						
	Jualifier	Laz Grant	from	Epsilon HS			
	Qualifier	Kory Munson		Kappa South High School			
	Qualifier						
		HUMOROUS INTERPRETATION (No	o. of Contestants:	28)			

4. Print the Alternates Report and School Report.

 The Alternates Report is required by NSDA to indicate which students are the alternates for competing at NSDA Nationals. The process exactly the same as the steps for getting the Advancing Entries report except you'll click on Reports -> NFL District then on Alternate Entries.

NOTE: The **School Report** is also required by the NSDA. The process is exactly the same as the steps for getting the Advancing reports except you'll click on **Reports** -> **NFL District** then on **School Reports**.

• When the Alternates Report is finished generating, a similar page to this will appear:

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Events							
Schools		REPORT OF NEL DIGTO					
ludges		REPORT OF NFL DISTR	ICT TOURNAM	ENI			
Rooms							
Sweeps	The NFL Tou	mament for the			District		
Schedule	Held at				2008		
actions	rieid at				2008		
	Alternate 4	PUBLIC FORUM DEBATE (Brandt Vinsant & Sterling Brown		Lambda High School			
		Janeka Warner & Kate Wilkerson		Kappa South High School			
		Elijah Campbell & Darren Adams		Upsilon School			
			110m				
		POLICY DEBATE (No.	of Teams: 16)				
		Lucas Hall & Angelica Kelly		Lambda High School			
		Theodore Kern & Rylee Vorsas		Alpha Academy			
	Alternate 3	Patty Rohtin & Gena Byers	from	Alpha Academy			
	DUO INTERPRETATION (No. of Teams: 24)						
	Alternate 1	Lesly Stroble & Tom Moulton		Epsilon H5			
		Lela Eisenhart & Tristan Doverspike	from	Epsilon HS			
	Alternate 3	Nellie Taylor & Sherisse Linton	from	Zeta High School			
		OBICINAL OBATORY (No.	- (Combostonitor, 20)				
	Alternate 1	ORIGINAL ORATORY (No. o		Kappa South High School			
	Alternate 2	Angelica Milne		Rho North High Scho	01		
	Alternate 3	Linda Andrews		Mu Catholic High School	01		
		U. S. EXTEMP (No. of C	ontostante: 15)				
	Alternate 1	Thorton Kinskey		Delta HS			
		Larry Boxer		Lambda High School			
	Alternate 3	Felicity Benford		Alpha Academy			
	Alternate 1	FOREIGN EXTEMP (No. o Amanda Benson		Alpha Academy			
		Linda Kranz		Kappa South High School			
		Linzi Briggs		Psi East High Schoo	1		
		DRAMATIC INTERPRETATION (No	20.)			
	Alternate 1	Nick Lyons		32) Iota Preparatory School			
	Alternate 2	Stewart Jackson		Beta High School			
p, press F1				Standalone	212		

5. Submit electronic results to Joy of Tournaments.

File

- Be sure to save your most recent changes. (Click the "Save" icon floppy disk on the top left).
- From the File menu select Upload Results and Begin Upload.
- Be sure to follow up with an email to support@joyoftournaments.com to confirm you've uploaded the data.
- <u>If the upload fails</u>, you need to manually send in the data via email to JOT <u>support@joyoftournaments.com</u> by attaching the *FILENAME.jot* and the *FILENAME.trn* files.
- (NOTE: To find where your data has been saved, you may click on File -> Find JOT data file. Your data file will be highlighted in the box that pops up.)

6. Submit your data to Lisa at the NSDA.

• Manually send the data via email (attaching the FILENAME.TRN and the FILENAME.jot) to info@speechanddebate.org. **NOTE:** See # 5 above if you are unable to find the data.

7. SEND TO THE NSDA OFFICE (within 48 hours):

- 1. Submit data (to BOTH JOY and to LISA AT NSDA) (see above instructions).
- 2. Registration / Entry forms with signatures.
- 3. Single Entry Letter of Intent with signatures.
- 4. Single Entry Letter of Intent Auto Qualifier (if applicable)
- 5. Advancing Entries Report (Qualifiers) with district chair's signature.
- 6. Alternate Entries Report with district chair's signature.

NOTE: Your district's national qualifiers are not official, nor final, until you receive a message from NSDA

certifying your results.