

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 AFTER the tournament:

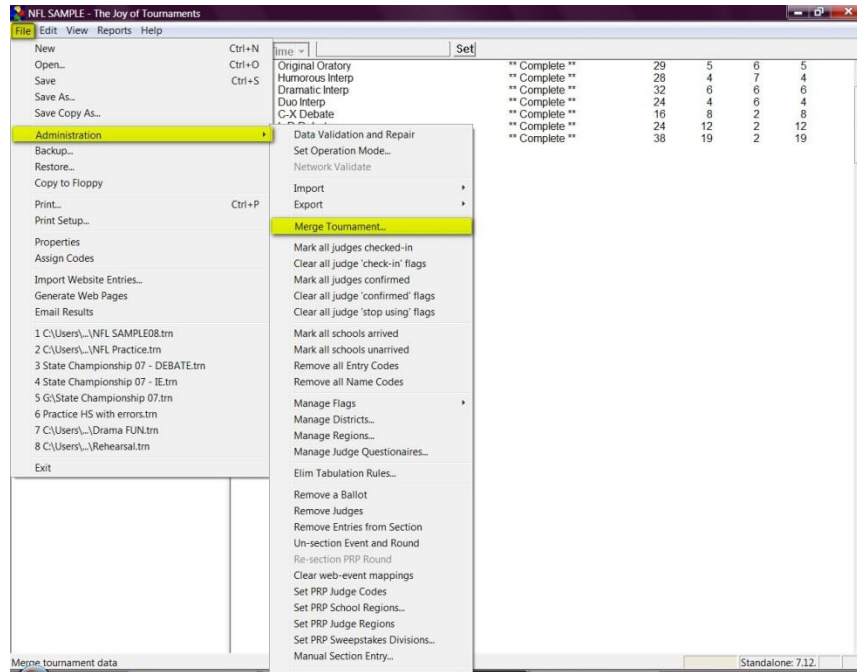
- _____ 1. Merge tournaments, if needed.
- _____ 2. Mark deferred students
- _____ 3. Print the Advancing Report.
- _____ 4. Print the Alternates Report.
- _____ 5. Send the electronic results. (Inside Joy software, File->Upload Results->Begin Upload)
- _____ 6. Send your data in an email (attaching 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

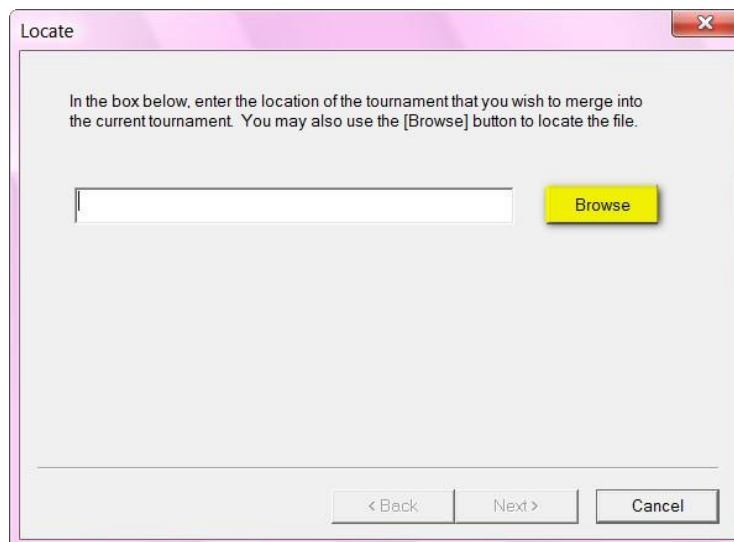
1. Merge tournaments, if needed.

- 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**.



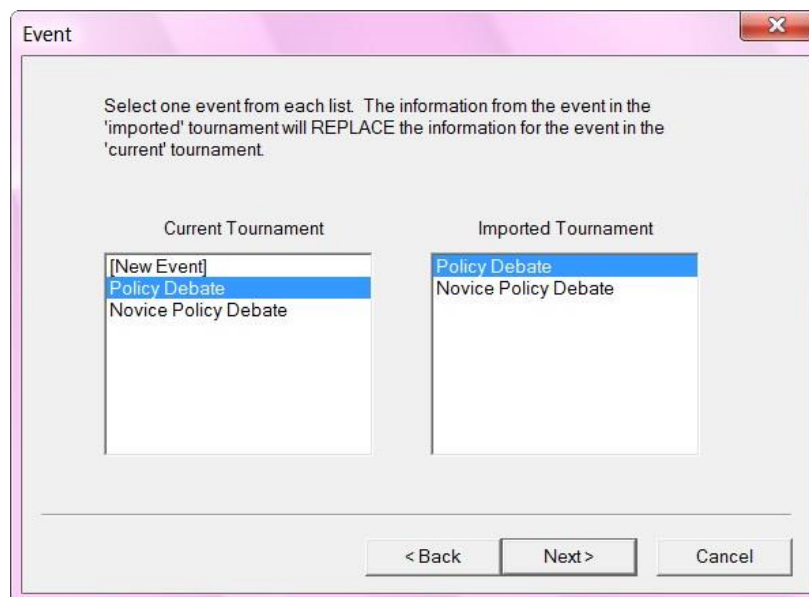
- Click on the **Browse** button to find the .trn file that has your tournament data for the **debate portion** of your tournament. Once you find the file click **Next**. (**Note: It is VERY important that you know where you saved your data and that you have the RIGHT files.**)



- 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**.



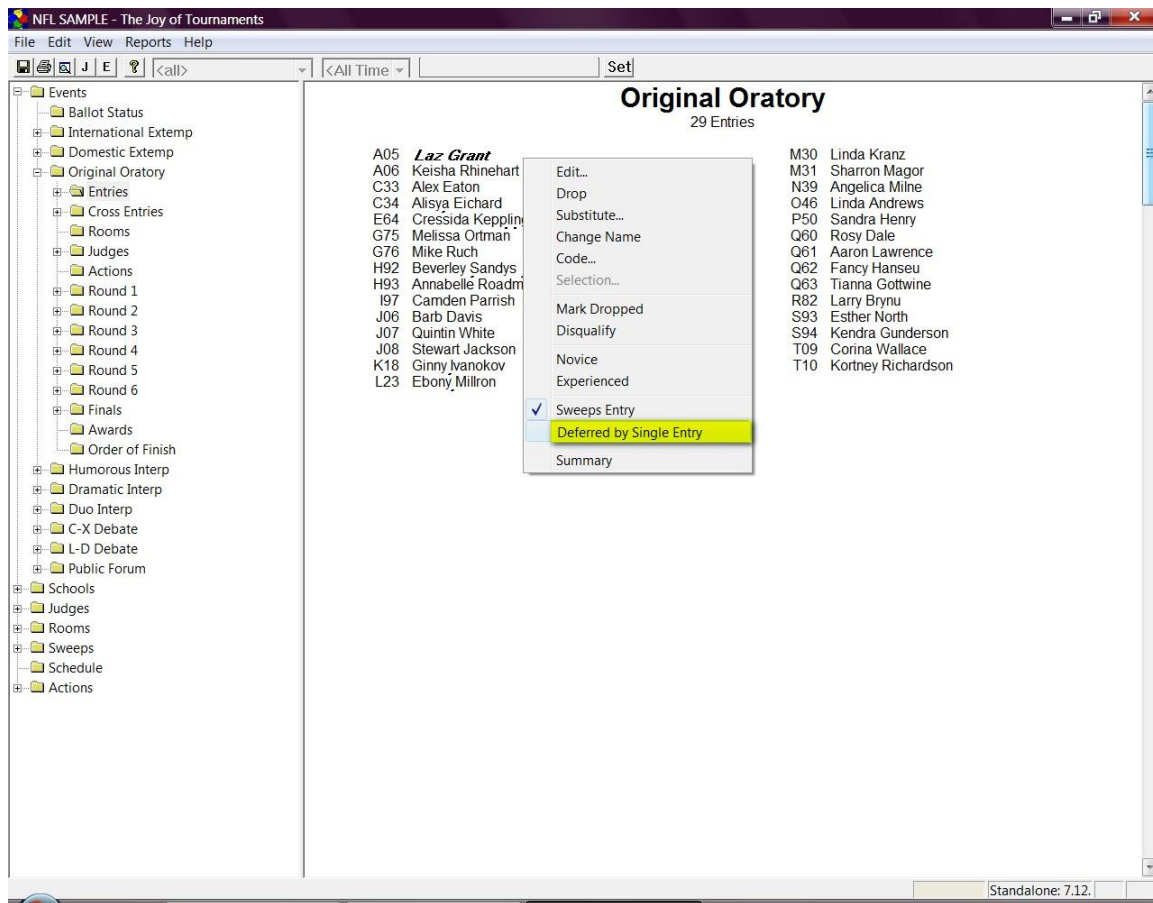
- When the **Merge** box appears, click the **Merge Tournaments** button. Then click **Finish**.
- Repeat this process for the other two debate events as they each must be merged separately. In the end, you will have one data file that contains all the results for all the events.

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.

- 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**.



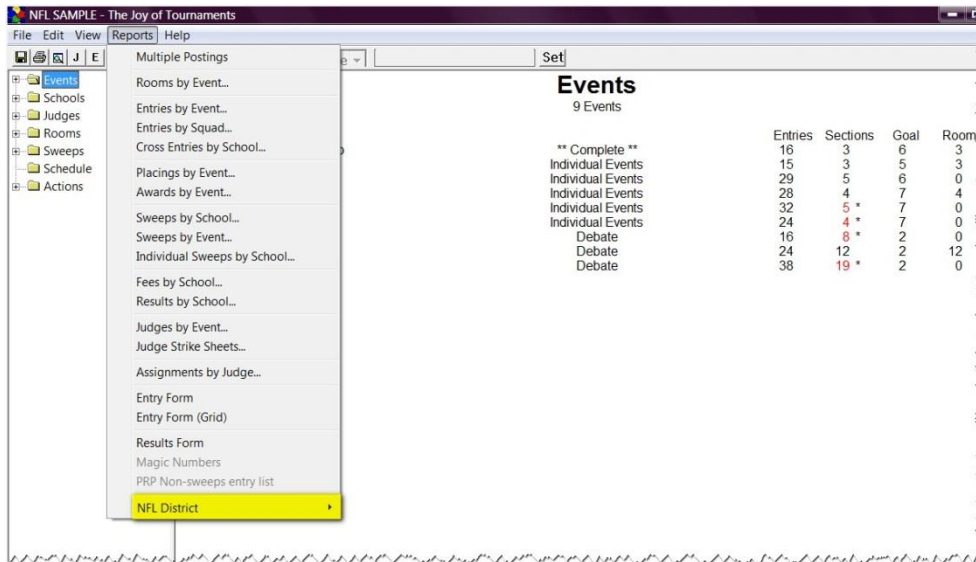
- **NOTE: THIS OPTION IS NOT TO BE USED TO DROP A STUDENT. USE THIS ONLY IF A STUDENT IS DOUBLE-QUALIFIED, because the qualified student IS the actual qualifier, and by deferring him/her, he will not be listed as the actual qualifier in the school's history. (Report these drops directly to the NSDA office.)**

NOTES ABOUT THE DEFERMENT OPTION:

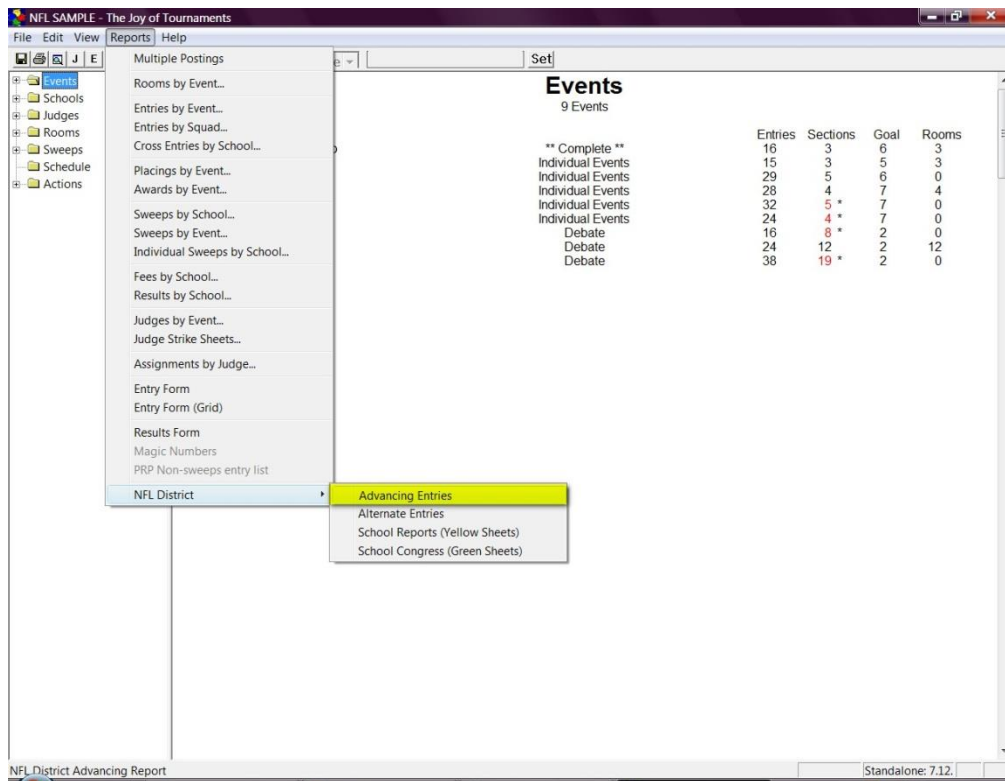
- **NOTE 1:** To double-check the deferment, open the **Entries** folder, you will see one student has an asterisk. This indicates that the place has been “deferred” due to the Single Intent letter. The student has chosen NOT to attend nationals in that event.
- **NOTE 2:** If you open the **Finals** 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.

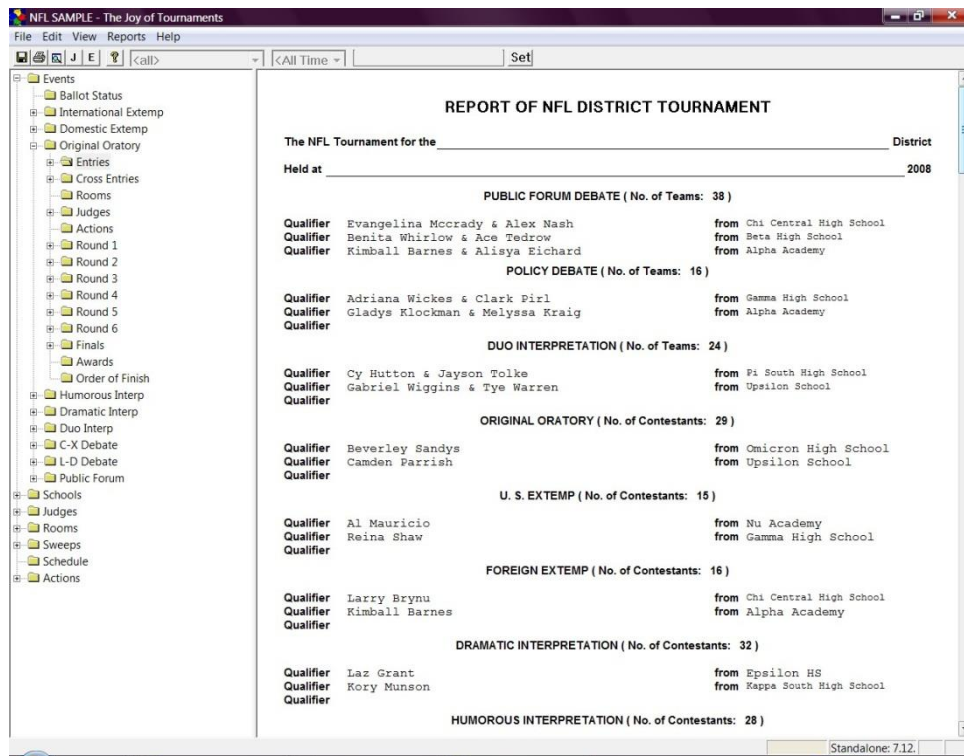
- The advancing report is required by NSDA to indicate which students will **actually** compete at NSDA Nationals. To print this report, click on the **Reports** link at the top of the page and then on **NSDA District**.



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



- **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:

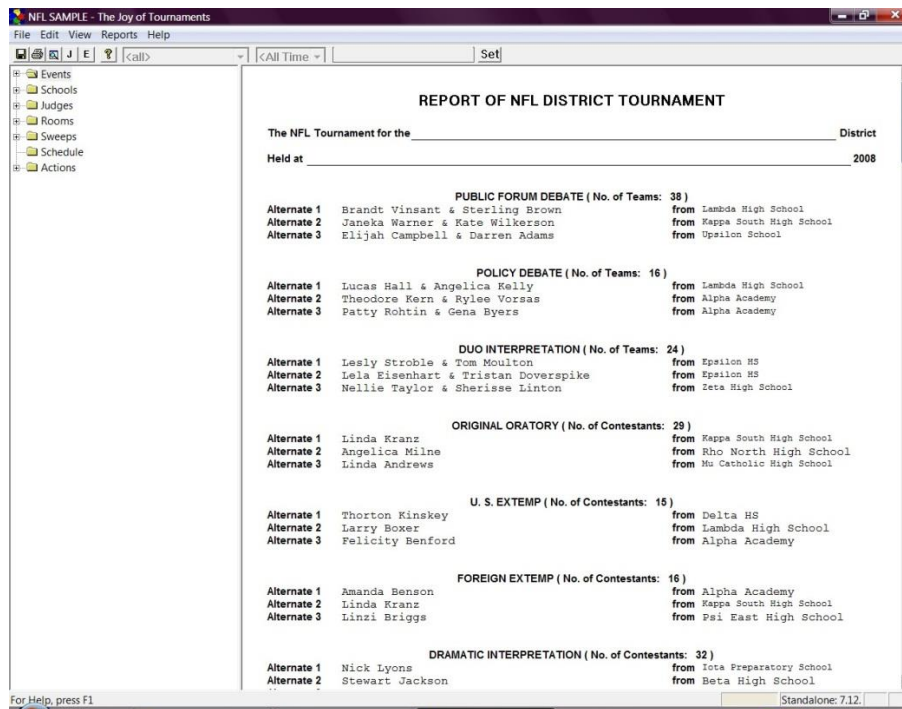


4. Print the Alternates Report and School Report.

- 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:



5. Submit electronic results to Joy of Tournaments.

- 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.
- If the upload fails,** you need to manually send in the data via email to JOT support@joyoftournaments.com 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):

- Submit data (**to BOTH JOY and to LISA AT NSDA**) (see above instructions).
- Registration / Entry forms with signatures.
- Single Entry Letter of Intent with signatures.
- Single Entry Letter of Intent - Auto Qualifier (if applicable)
- Advancing Entries Report (Qualifiers) with district chair’s signature.
- 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.