## Things to do BEFORE 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.*
*Part 2 covers tasks DURING the tournament and part 3 covers tasks AFTER the tournament.*

*Use this as a checklist for things to do __BEFORE__ the tournament:*

\_\_\_\_\_ **1. Download/Install/Authorize.**
\_\_\_\_\_ **2. Save your tournament.**
\_\_\_\_\_ **3. Configure the initial setup.**
\_\_\_\_\_ **4. Import website registrations.**
\_\_\_\_\_ **5. Assign codes.**
\_\_\_\_\_ **6. Create and copy the schedule.**
\_\_\_\_\_ **7. Add your rooms to the software / assign rooms to events.**
\_\_\_\_\_ **8. Set up NSDA rules and options.**
\_\_\_\_\_ **9. Create schematics for IE / Pair debate rounds.**
\_\_\_\_\_ **10. If needed, assign judges.**
\_\_\_\_\_ **11. If needed, add a judge, enter a school, or add a new entry.**

### Before the Tournament Process

**1. Download/Install/Authorize.**

    **A. Download the software on to your computer/update to the latest version**.
    Log in to your website and click on the red **Administration** link and then on **Software Download**.  Click on **Full Version. (NOTE:  If this link does not appear, email a request to add the software to your order to: support@joyoftournaments.com.)**

    **NOTE:   You may safely download the software multiple times if necessary for your tournament. The installation process will not harm your data if you have already begun preparation for your tournament. The installation process only updates the PROGRAM leaving your data untouched.**

If you download the software more than 1 week prior to your tournament, it is **highly recommended** that you repeat the process the week of your tournament to make sure that you are running the most recent set of updates for your tournament.

- When you click on this link you'll see the program downloading into the "downloads" folder. Depending on your browser will depend on where you'll find it, but you need to open your download list and click on the **Installjoy.exe** file.  If you see a **File Download – Security Warning** dialog. Select the button labeled **Run.**

- The Setup process will start with a screen that says, **"Welcome to The Joy of Tournaments Setup Wizard".**  This will give you the version number it's trying to install and a recommendation to close all other applications before continuing.  Click **Next,** and follow the prompt for installing.

- When the last box appears, be sure to click **Launch The Joy of Tournaments** and then click **Finish**. The Joy of Tournaments should automatically open to the registration box.  If not, click on the **Start Menu** and open The Joy of Tournaments.  (Follow the steps below to license the software.)

**B. License the Software Using the Registration Wizard.**

1. **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.*

Once the software installs, the registration dialog should appear.  If it does not go to Help -> Registration.  Next, click on the button at the top that says, "Register Free Standalone Version."

**NOTE:  If you have recently run a tournament, you'll still need to get a CURRENT key; otherwise, you risk being returned to "trial" mode when the older key expires.**

- You should be directed back to the registration box.  The serial number and key will automatically be placed in the appropriate boxes.  Click **OK.**  You will get a box that says, **Registration Succeeded.**  Click **OK** and that computer is officially licensed for your tournament. To begin setting up the software:

**NOTE:  If you see last year's tournament data, you'll need go to File -> Open and you'll get a blank tournament. You may now start setting up the tournament.  Be sure to follow all the next steps to set up the NSDA-specific steps.**

### 2. Save your tournament.

A. Go to the **File** menu and select **Save As**.

**NOTE:** You should select a location on your computer to save the data for your tournament. It is recommended that you do not save on a network drive. It is also recommended that you do not save on a thumb drive. If at all possible, it is recommended that you save your work on the local hard drive of the computer you will be using for tabulation. It is also recommended that you create a separate folder on your computer to store the data. If you will press the Create New Folder icon (  ), you can easily create a new folder. Rename the "new folder" to something appropriate (e.g. "JOT NSDA DATA", or "NSDA Data" – or whatever name you need).

**NOTE:  You must REPLACE the "*.trn" that will initially appear in the "File Name" field with a file name representing your tournament (e.g. Anywhere NSDA District Debate).**

B. To test that this step has been completed successfully, EXIT the application (select **File -> Exit** from the menu). When you exit the application, you should not see any questions or prompts appear. If you do get a prompt of any kind on exit, one of the steps above has not been completed successfully.
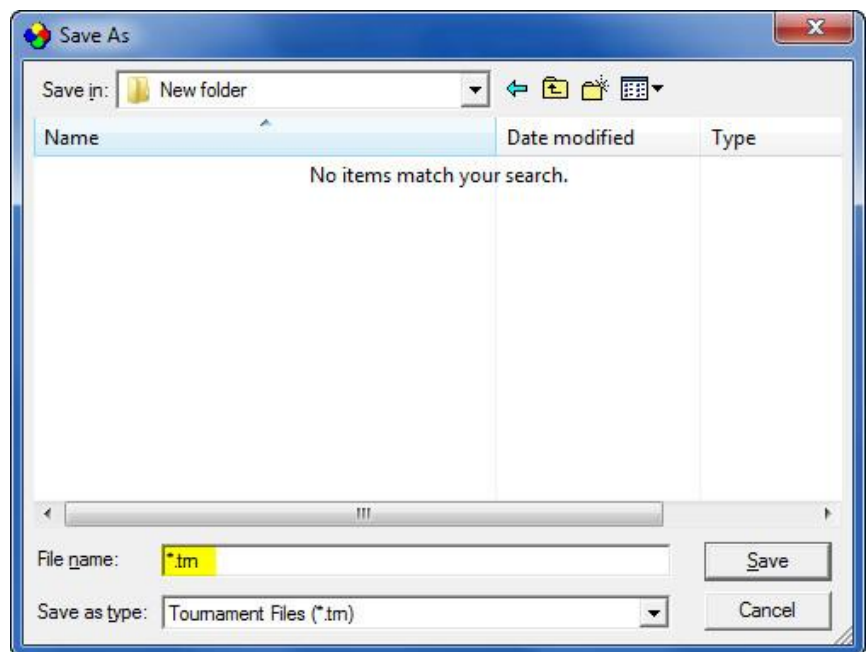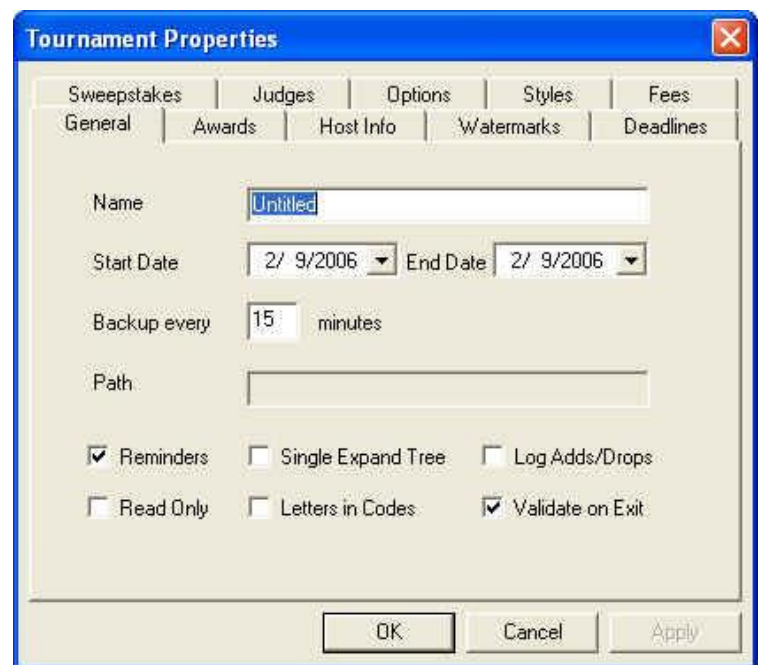
If the program exits without any messages, you should then open it back up. The title bar of the application should have the name of your tournament that you supplied earlier in this process. If you see "Untitled Tournament" in the title bar, your data is not being saved properly.

**IMPORTANT NOTE:** From this point forward, you should *never* see a red flashing "save" message in the status bar of the application. If you see this message at any time, you should immediately STOP what you are doing and save your work. *Any time the flashing red "save" message appears, your data is not being saved.*

3. **Configure the initial setup**.

The next step is to complete the "initial setup" of the software. The steps listed here are the **most** important steps you will perform. Click on **File -> Properties.** You will see a screen similar to the following:

A. Starting in the **General** tab, enter the title of your tournament in the **Name** box as you want it to appear on reports and postings.

- Select the correct **Start Date** and **End Date** – **NOTE:  Be sure these dates match the dates on your website and DO NOT SKIP THIS STEP.**

- The rest of the defaults will be correct for all of the other options on the **General** tab.

**Tournament Properties**

Tabs: Sweepstakes | Judges | Options | Styles | Fees
General | Awards | Host Info | Watermarks | Deadlines

Name: Untitled

Start Date: 2/ 9/2006   End Date: 2/ 9/2006

Backup every: 15 minutes

Path:

☑ Reminders    ☐ Single Expand Tree    ☐ Log Adds/Drops
☐ Read Only    ☐ Letters in Codes    ☑ Validate on Exit

OK    Cancel    Apply

B. Click on the **Host Info** tab.  You will see a screen similar to this one:

- In the **Schoo**l field enter the location of the district tournament.
- In the **NFL District box at the bottom,** enter the name of your NSDA District (e.g. "Tall Cotton", "Lone Star").

**Tournament Properties**

Sweepstakes | Judges | Options | Styles | Fees
General | Awards | Host Info | Watermarks | Deadlines

School
Coach
E-Mail
School Phone
Home Phone
Fax
NFL District

OK    Cancel    Apply

C. Next, click on the **Styles** tab. You will see a screen similar to the following one.

- Select **NFL District Tournament**.
- If have special permission from NSDA to use this option, select **Accelerated Elimination.**
- Select **California plan** if you plan to use this method of tabulation.
- If your district has earned the option of having bonus qualifications, select **Bonus Qualifications.** In the box next to it, indicate how many qualifiers. NOTE:  Enter the TOTAL number of slots – not the 'extra' slots) your district has earned.
- Press OK.

**Tournament Properties**

General | Awards | Host Info | Watermarks | Deadlines
Sweepstakes | Judges | Options | Styles | Fees

☐ TFA Tournament
☐ FLA Tournament
☑ NFL District Tournament
　☐ Accelerated Elimination　☐ Bonus Qualifications [0]
　☐ California Plan
☐ Phi Rho Pi Nationals
☐ PBCFL Tournament
☐ CHSSA State Tournament
☐ NCFL Nationals

OK    Cancel    Apply

## 4. Import events and website registrations.

The website import will give you a head start on some of the following steps, so if you are doing this setup work in advance of your tournament, you may repeat the import process again closer to your actual tournament. Prior work on rooms and rounds **will not** be lost when importing data.

**A. OPTION A: QUICK IMPORT -** Click on **File**->**Import Website Entries**->Enter your email address and password.

- A dialog box will appear that is labeled, **Web Import -> Locate Data Files**. The default option, **Download directly from joyoftournaments.com** has already been selected. Type in your email address and your password. Click **Next.** A dialog box will appear indicating the download is in progress.
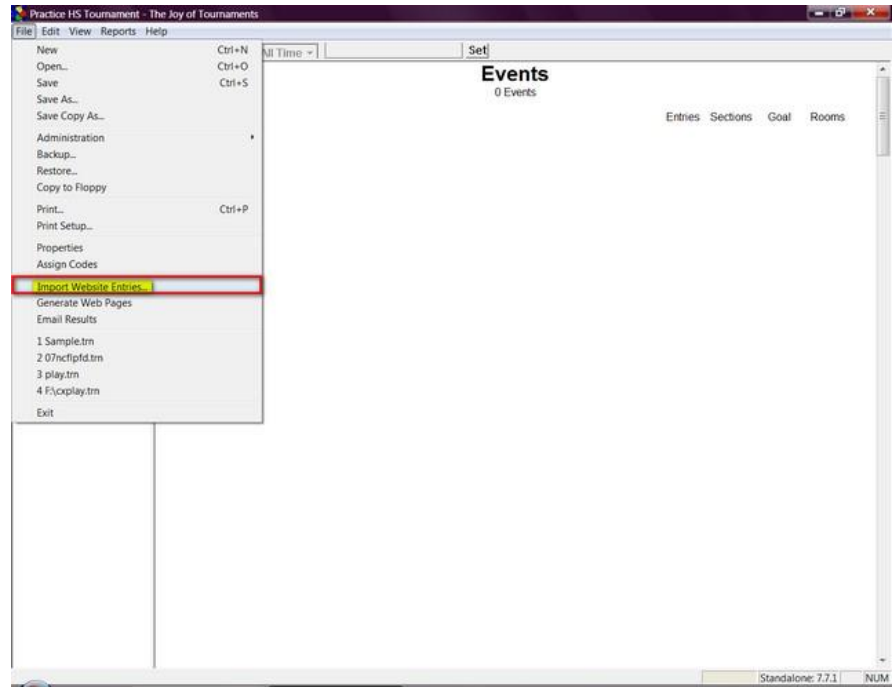
- The next box that will appear is the **Web Import -->Map Events** box.

- If there are no items in the **Unmapped Web Events** box, click **Next.**

  **NOTE: If there are any events in the "Unmapped" box, you will need to tell the computer how to match them.** The items on the left in the **Mapping** box are the ones that have been created inside the tab software. The events
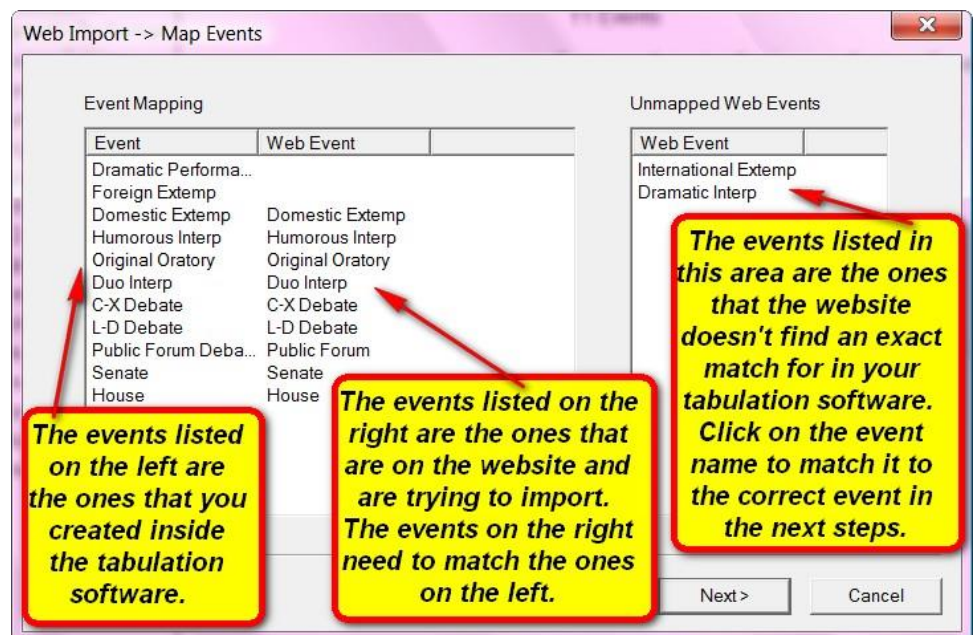
in the middle of the **Mapping** box are the ones that are available on the website.  The events need to match in order to import correctly.

**NOTE:** An event will be unmatched if the names inside the tab software and on the website don't match exactly.  For example, the website may have "International Extemp" while you have created an event named "Foreign Extemp".  The "mapping" process helps the software know that these two events are actually the "same".
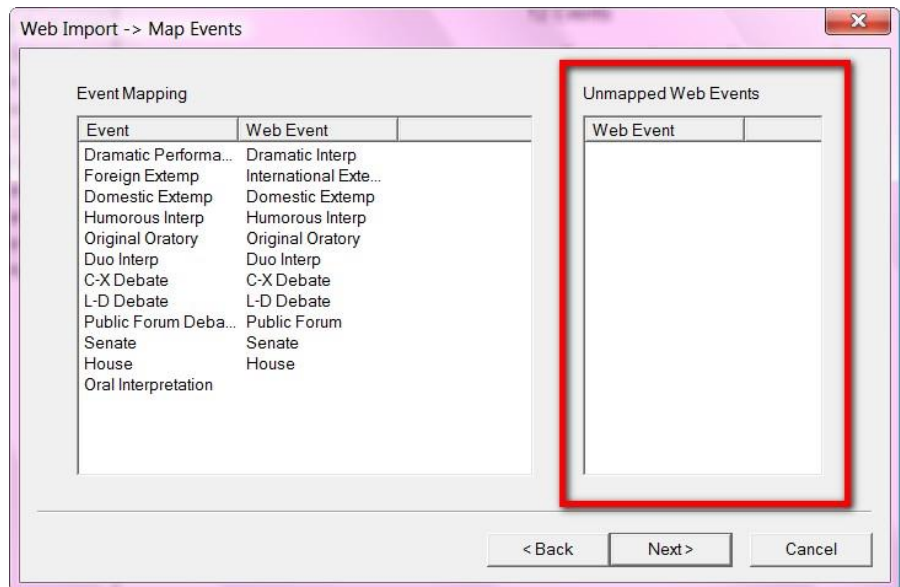
- To clear the **Unmapped Web** Events box, double-click on one of the items in the **Unmapped** box on the right.
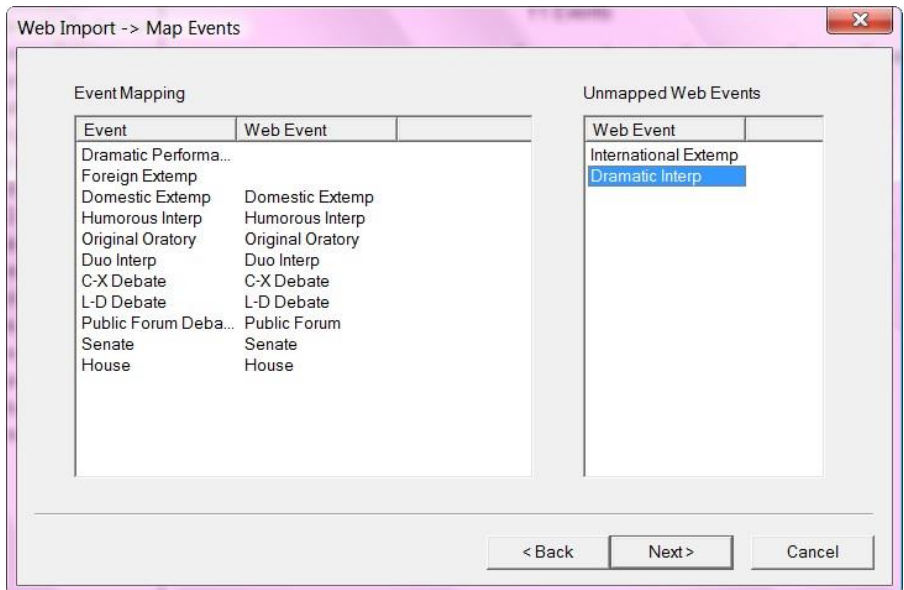
- Another box will appear with a list of potential events that match.  Click on the item that matches.  If there are no other names that are similar and you need to create a new one, then click on "new event".  Click **OK**. Repeat this process for each of the items that need to be mapped.

- Once the items are mapped, the "Unmapped" box will be empty.  Click **Next**.

- Repeat the above process as needed for any unmapped schools**.**

- When the mapping process has been completed, **The Web Import→Import Entries** box will appear. Click on **Begin Import.** When the download is complete another box will appear to indicate that the import is complete.  Click **Finish.**

Web Import -> Map Events

Event Mapping

| Event | Web Event | |
|---|---|---|
| Dramatic Performa... | Dramatic Interp | |
| Foreign Extemp | International Exte... | |
| Domestic Extemp | Domestic Extemp | |
| Humorous Interp | Humorous Interp | |
| Original Oratory | Original Oratory | |
| Duo Interp | Duo Interp | |
| C-X Debate | C-X Debate | |
| L-D Debate | L-D Debate | |
| Public Forum Deba... | Public Forum | |
| Senate | Senate | |
| House | House | |
| Oral Interpretation | | |

Unmapped Web Events

| Web Event | |
|---|---|
| | |

< Back     Next >     Cancel

## B. OPTION B:  TWO-STEP PROCESS

**Step 1: Importing the website entries from the website to a saved location on your computer.**
Log into your website on http://www.joyoftournaments.com, and click on **Administration**. On the left under the control panel, click on **Export Data**. Then, click on the option that says, **Export Entries (Joy of Tournaments Import Format).**

- A page will appear that is titled, **Export Website Entries**. **Right click** on the blue link that says, **Web Download Definition (tourn.txt)** and select, Click on **Save Target As**. (Different browsers may show different options, i.e., FireFox users will see **Save Link As**. Select the option that allows you to save the file in a location on your computer.



- Once you select **Save As,** and select a location on to save the data.   **NOTE:  As a default setting, the computer will save the name of the file as "tourn.txt".  It is strongly recommended that you do not change the name of the file.**  Click **Save.**

**Step 2: Importing the website entries from a saved location into the tabulation software**.  Get out of the browser, return to your desktop and open The Joy of Tournaments software program on your computer. Click on **File** and then **Import Website Entries.**

- A dialog box will appear that is labeled, **Web Import -> Locate Data Files**. Select the second option that says, **Load from disk (data has been downloaded separately from the website and stored on disk).** Then, click **Browse.**
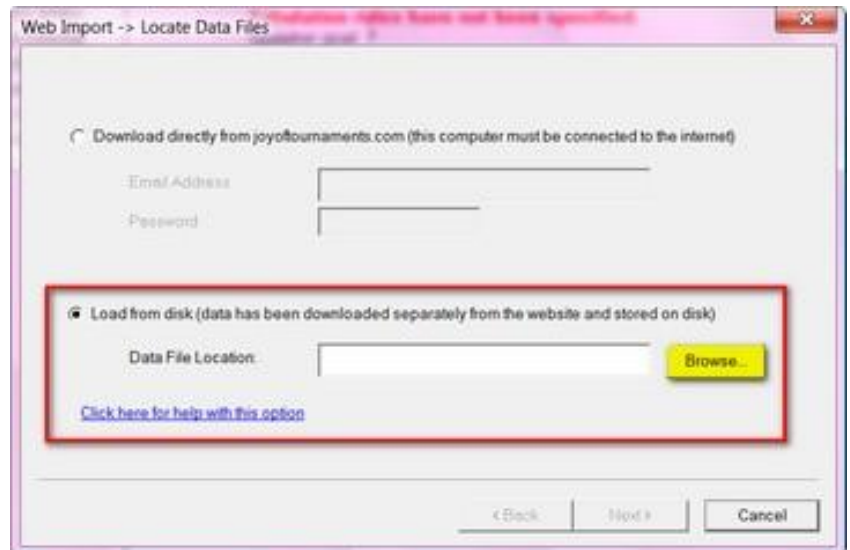
- When the **Open** dialog box appears, find the file where you saved your tournament data in the step above in Part 1. You are looking for a "tourn" file with the (txt extension). Click on **Open**.

  **Note:  You may need to change the file type to "Text Files (*.txt). To do this click on the dropdown arrow in the box, "Files of Type" and select the text files option.**
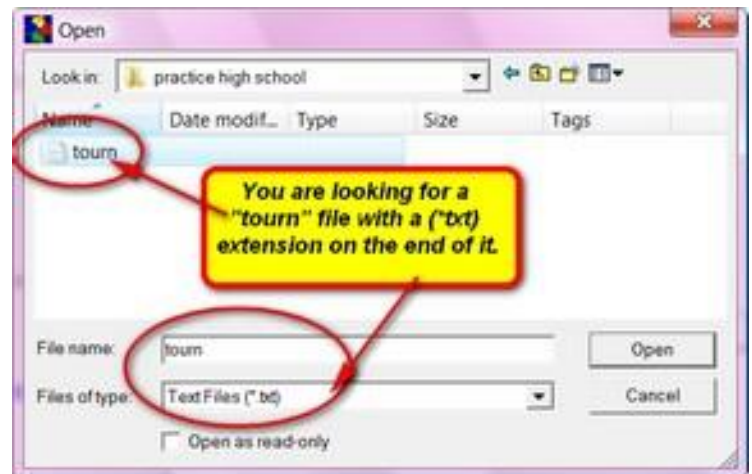
- The **Web Import – Locate Data Files** box will reappear.  Verify that the address/location is correct in the browse field and click **Next.**

**NOTE:  Follow the remaining mapping and import process as directed above in Option A.**

**NOTE:**  Sometimes, school servers or security firewalls prevent information from coming in from the internet and may prevent your import.  For further assistance and alternatives to this process, visit http://www.joyoftournaments.com/help/webimport.htm for detailed instructions.

*NOTE: By completing the above process you have imported the events and registrations for your* NSDA District Tournament.  If you're not using the website for registration and need help setting up the events, you'll find instructions in this document -> Tab Software Training Notes.

## 5. Assign Codes
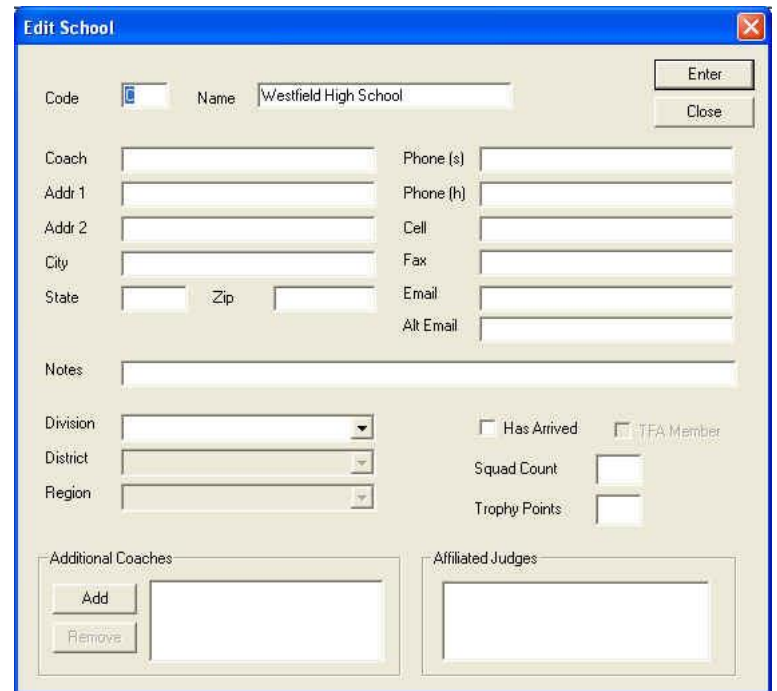
You will need to assign codes to schools AND students for your NSDA tournament *(especially if you'll use the Up/Down Method).*  **NOTE:**  Each school should be assigned a letter code.

**A.  Assign School Codes -** There are two methods for assigning school codes.

**OPTION A:** You may have the software assign codes to the schools by right-clicking on the **Schools** folder on the left-hand navigation tree and select the **Assign School Codes** option. When the dialogue box appears, choose one of the "Letters" options.
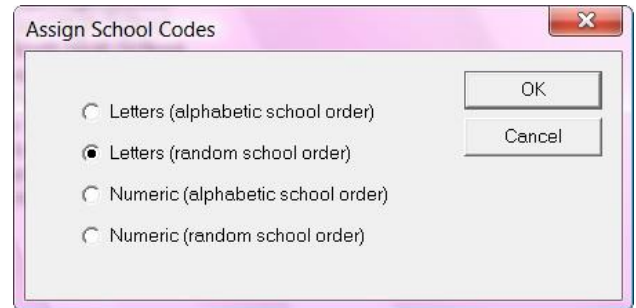


**OPTION B:**  If you already assigned codes to the schools as you have received the entries, you can hand-enter each school code. Select the **Schools** folder on the navigation tree, right-click and select **Properties.** The edit school dialog will appear and you'll enter the letter in the **Code** box.

**B. Assign Student Codes -** Once you have the appropriate codes assigned to each school, you may then assign codes to each individual competitor. Click **File → Assign Codes.** The **Assign Contestant Codes** box will appear.

You may select any of the options that best works for your district tournament. You may wish to select one of the two "NFL" options.

**NOTE about the NFL options:** If you select the **NFL (xe uses unique code)**, a cross-entered student will have a unique code for each event in which they are entered. If you use the **NFL (xe uses 1 code)** option, a cross-entered student will have the same code for both events.

To view the how the codes appear for each student, select a specific school under the **Schools** folder. You will see the students from that school appear along with their code in the right-hand pane.

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

   **Up/Down Method NOTE:** You probably won't know your full schedule ahead of time, but you should have at least a good idea of how the first two or three rounds of every event will run. You can always change the schedule "on the fly", but it is recommended that you at least setup the first two rounds up front.

   **California Plan NOTE**: It is recommended that you set up all your rounds in the beginning since the NSDA Manual outlines your schedule based on entries.

   **NOTE:** The process of setting up the rounds "on the fly" is the same as it is to do it ahead of time. If you'll set up a few rounds early, you'll at least be more familiar with the process.

**A. Create the schedule.** On the navigation tree on the left, select the **event** and right-click on it. Click on **Rounds**. When the box appears for that event, double-click on the rounds to add them to the bottom **Schedule** box.
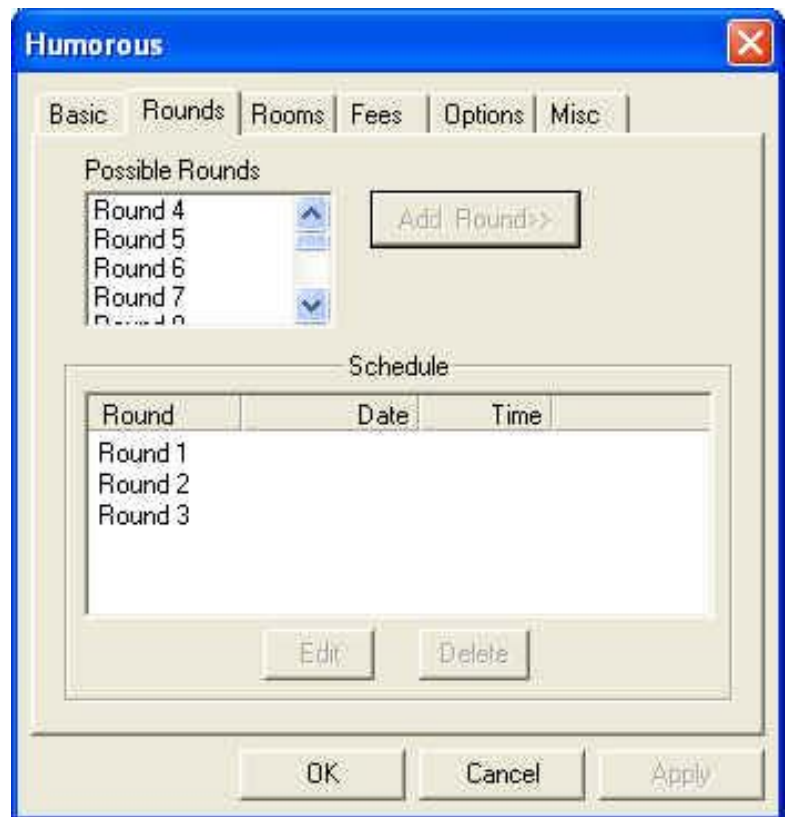
- Double-click on the round at the bottom to set the time and select the options for your tournament. You will see a dialog similar to this one. Click **OK.**

**NOTES TO CONSIDER:**

- **This is where you will set the flighting and panels for each round.** Repeat this process for each round that you are ready to schedule for the event.
- This dialog changes in appearance slightly based on some of the characteristics that you have selected about the event you are working with. For example, if you select **Round 1** of a debate event, the option to **flip for sides** will not be grayed out.
- The program compares actual dates and times internally to determine if two rounds occur at the same time.
- To edit a round again, select the event and click the **Edit** button.

- When you click on the event on the left, you will see the summary page on the right. Review the schedule to be sure it is properly displayed. Make sure that the DAY of each round is correct. Make sure that the times are listed correctly. If you have any problems with the schedule, you may return to the **Rounds** dialog again to edit the dates and times until the summary page appears correctly.
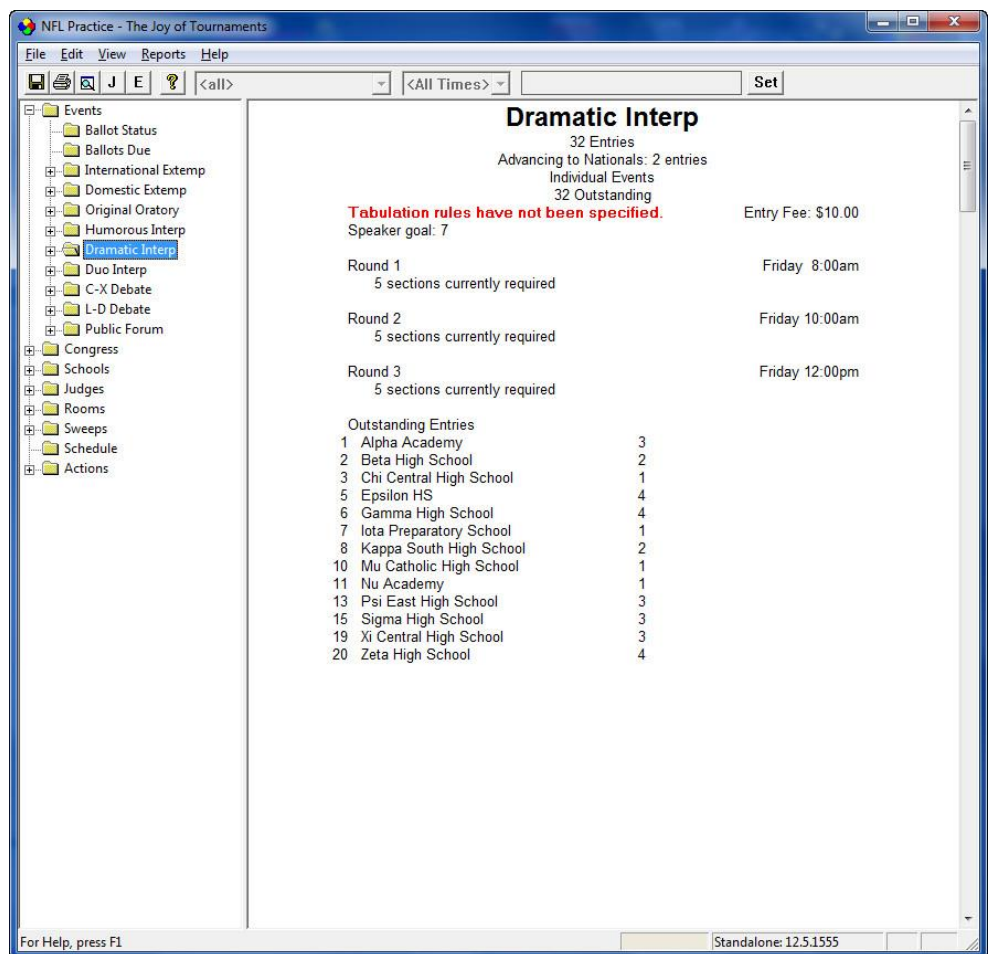
**B. Copy the Schedule/Rounds to Other Events -** Since it is common that several events will run with a common schedule, you may copy the schedule from one event to another. Right-click on the event and select **Copy Rounds**.

- Select the events that have the **same** schedule from the list of events that appear and then press OK to copy the schedule.

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

- **A. Add rooms**. To enter the inventory of available rooms, right-click on **Rooms** on the left-hand side**.** You will see the **Edit Room** box appear.

- **NOTE:** You will only *need* to enter the room number in the **Name** box and then hit **Enter.** **By default, the rooms are ALWAYS AVAILABLE. Enter times ONLY if the room has a special schedule.**

- The only field that is required on this screen is the **name** of the room. The name of the room should be listed the way you want the room to appear on postings when this room is assigned. Examples: Room 10, ZACH 304, JH 102. The names should be relatively short (12 - 15 characters) although you may use anything you want. If you use longer names

for the rooms, there are some reports which will not be able to display the full room name.

- As you enter the rooms that are available, the "Room Usage" report will be updated to reflect each room you have entered.



- Continue entering rooms until you have your room list entered. If you leave a room off, you may always come back later and add it, but entering the room inventory early is a good idea.

- Should you need to make a correction to a room (correct spelling, change the times the room is available, add notes, etc.), you may do so by moving your mouse over the name of the room in the right-hand window (where the Room Usage report appears). As you move your mouse over the name of the room, the room name will turn blue. When the room turns blue, right-click and select **Properties** from the menu.
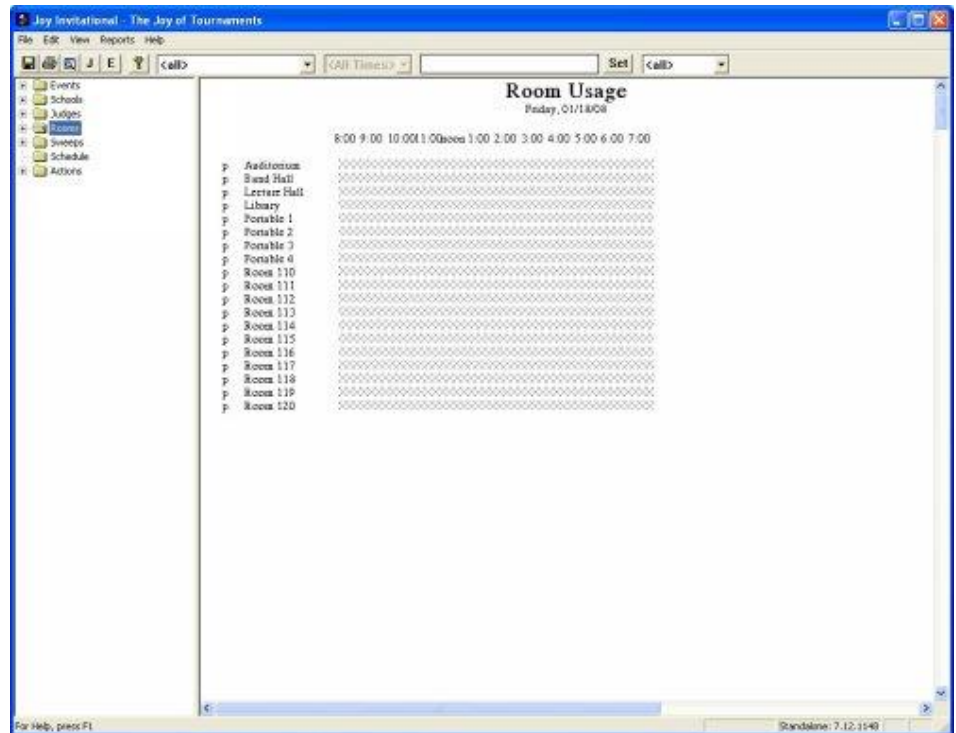
B. **Assign rooms to events.** After you have completed the room inventory list, you may begin assigning rooms to specific rounds and events. To do this, go to the **events** folder on the navigation tree and find an appropriate event. Right-click and select the option labeled **Rooms**.

- A dialog box for the event will appear. At the top of the dialog next to the **Round** is a drop-down list of the rounds you have scheduled for the event. Select the appropriate round from the list.
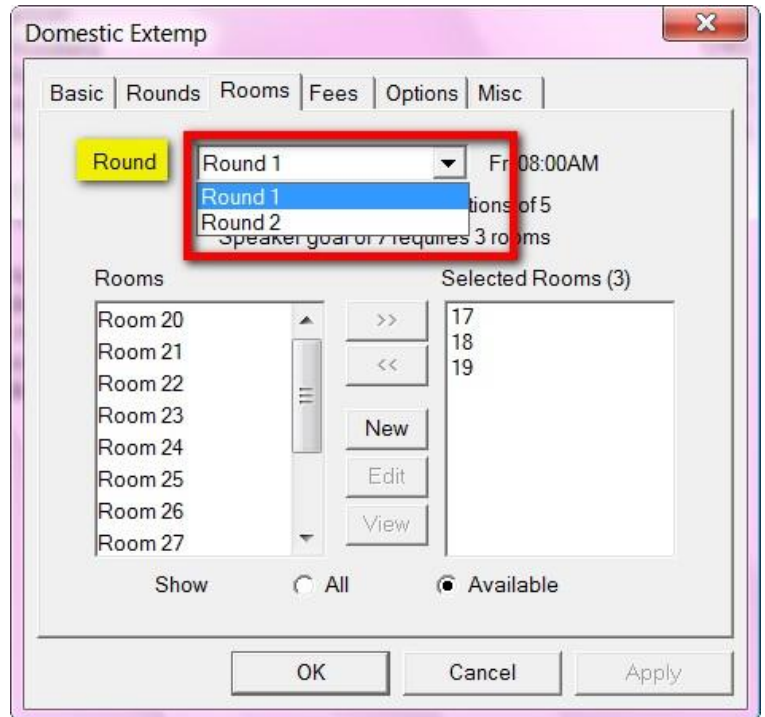
- A list of the rooms that are **available** during the time frame you have indicated for the specific round of the event will appear on the left-hand side of the dialog (under the heading of **Rooms.** A room is *available* if no other event is scheduled to use the room at the time specified for this round and the room has not be indicated as unavailable at that time.

- **NOTE**: At the bottom of the dialog there are two radio buttons. One is labeled **All** and the other is labeled **Available**. Initially, the radio button labeled **Available** will be selected. When the **Available** option is selected, the left-hand list will only contain the rooms which are not in use at the same time as the round you have selected at the top of the dialog. If you select the **All** option, the left-hand list will show all rooms from the inventory of rooms regardless of availability. It should only occasionally be necessary to switch over to the **All** option.

- The rooms that appear on the left-hand side are color coded to provide you with additional information about the rooms. The color code is as follows:

| Background Color | Meaning |
|---|---|
| White | Room is available for use |
| Black | Room has not been indicated as appropriate for this specific round although it isn't in use |
| Red | Room has been marked as **Unavailable** |
| Gray | Room is in use by another event at the time this round is scheduled |

- The right-hand side of the dialog will display each of the rooms that you have selected for use during the selected round. To move a room from the list on the left-hand side of **available** rooms to the right-hand side of **selected** rooms, there are two options:

  ✓ Select the room on the left with the mouse. When the room has been highlighted, press the **>>** button in the center of the dialog. Multiple rooms may be moved together using this method.
  ✓ Double-click on a room in the left-hand list of rooms.

**NOTE:** To remove a room that has been selected for use (in the right-hand list of rooms), simply reverse the process (double-click on the unwanted room or click on it and click the << button.

**Duo Interp**

Basic | Rounds | Rooms | Fees | Options | Misc

Round  [ Round 1    ▼ ]   Fri 08:00AM

39 Entries:  3 sections of 5 / 4 sections of 6
Speaker goal of 7 requires 6 rooms

Rooms                          Selected Rooms (7)

Library                  [ >> ]    Room 116
Portable 1               [ << ]    Room 112
Portable 2                         Room 119
Portable 3               [ New ]   Room 115
Portable 4                         Room 117
Room 110                 [ Edit ]  Room 114
Room 111                           Room 113
Room 118                 [ View ]

Show        ○ All      ⊙ Available

[ OK ]   [ Cancel ]   [ Apply ]
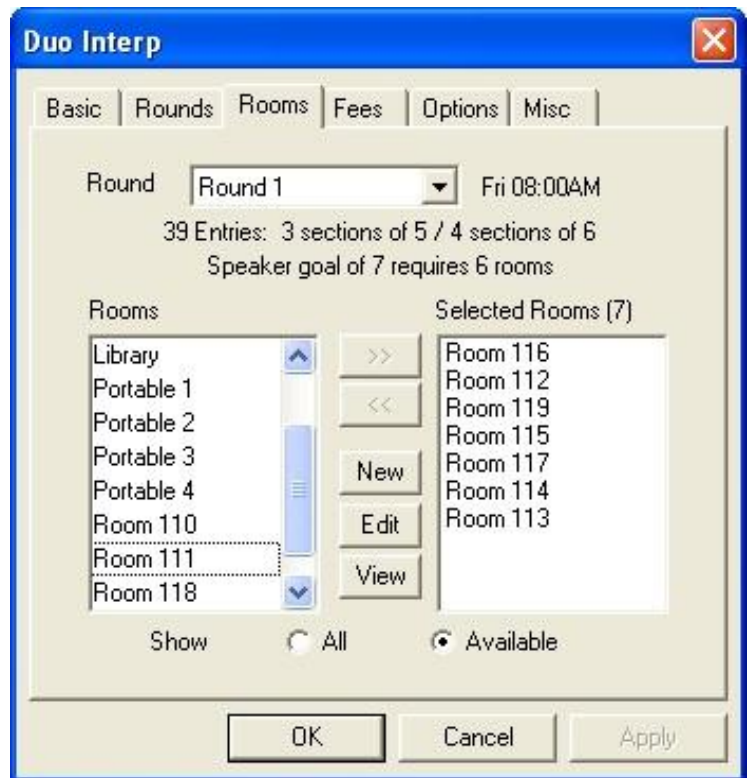
- Repeat this process for each round of the event until all needed rooms appear in the **Selected Rooms** list on the right.

- If you wish to double-check the room assignments for an event, you can easily return to this view by right-clicking on the **Round** then click on **Rooms.**

**C. Understanding the Room Usage page -** A "grayed out" bar indicates the room is being used. You can quickly see which rooms are in use and which rooms are still available during different periods of time. If a room has been over-scheduled during one of the time periods it is in use, the bar representing that time period will be red. The bar for a room will also appear in red if the room has been marked as **Don't Use**. If a black bar appears, it represents an 'extra' room that is available at that time, but has been assigned to a particular event.
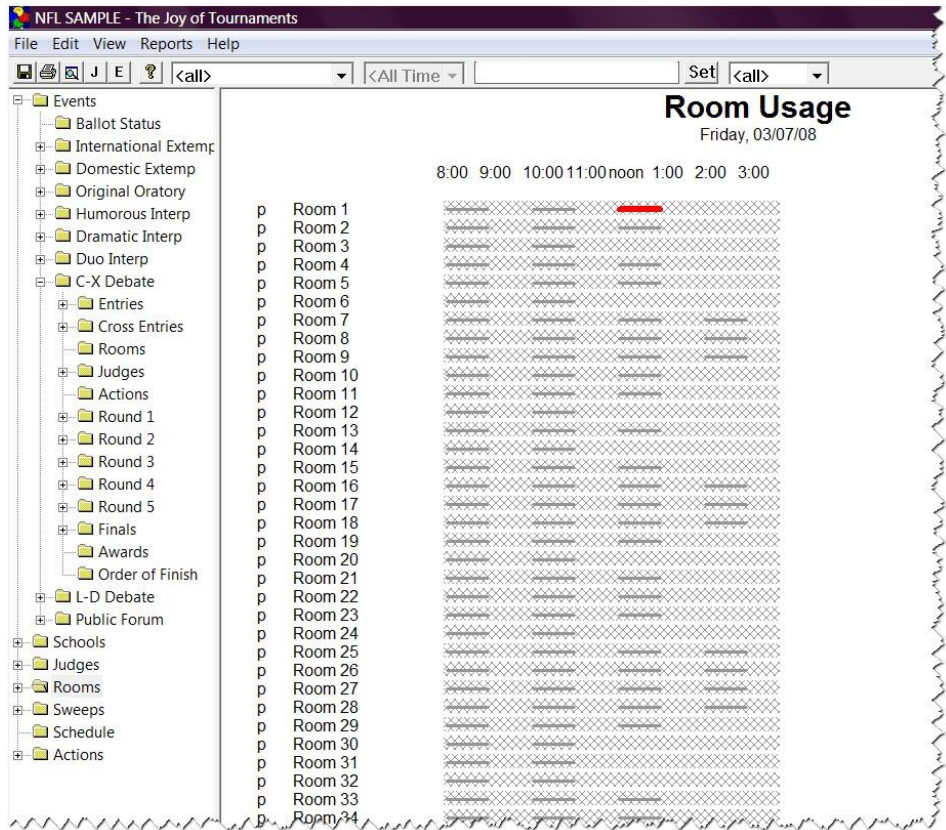
- You can view the assignments for a specific room by pausing over the room's name with the mouse. When you hover over the room, a tip will appear listing each of the assignments for the room. This example shows the assignments for **Room 1** where a red bar is indicating a conflict. This example shows a conflict with room 1. When viewing the assignments you will see that at noon a round of
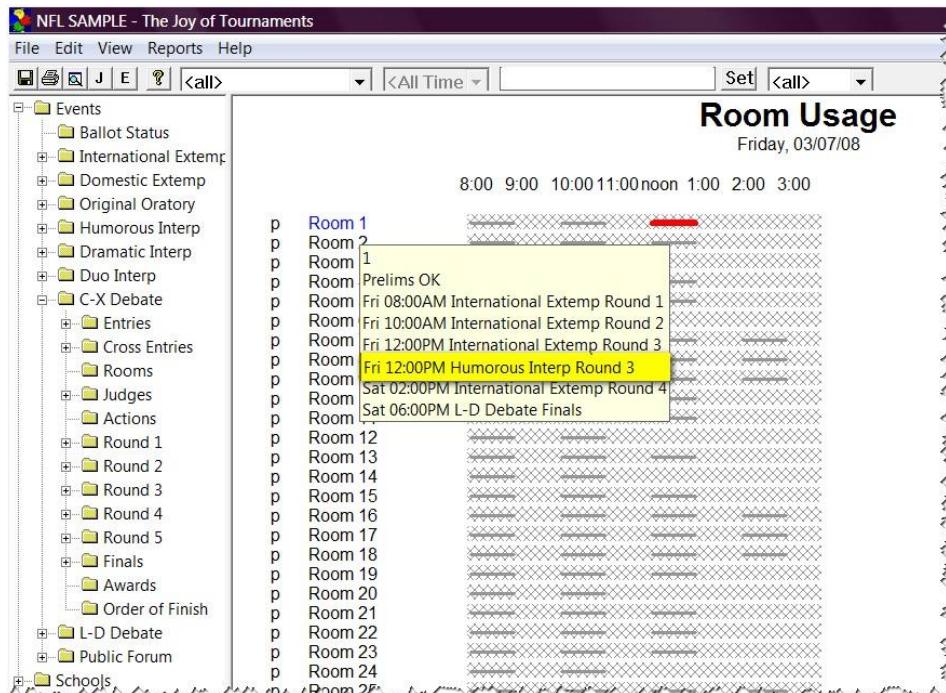
HI has been inadvertently assigned to the same room at the same time the IX round is scheduled there.

- To easily substitute or reassign this room, right-click on the **Room** (on the right-hand side) and click on **Assignments.**
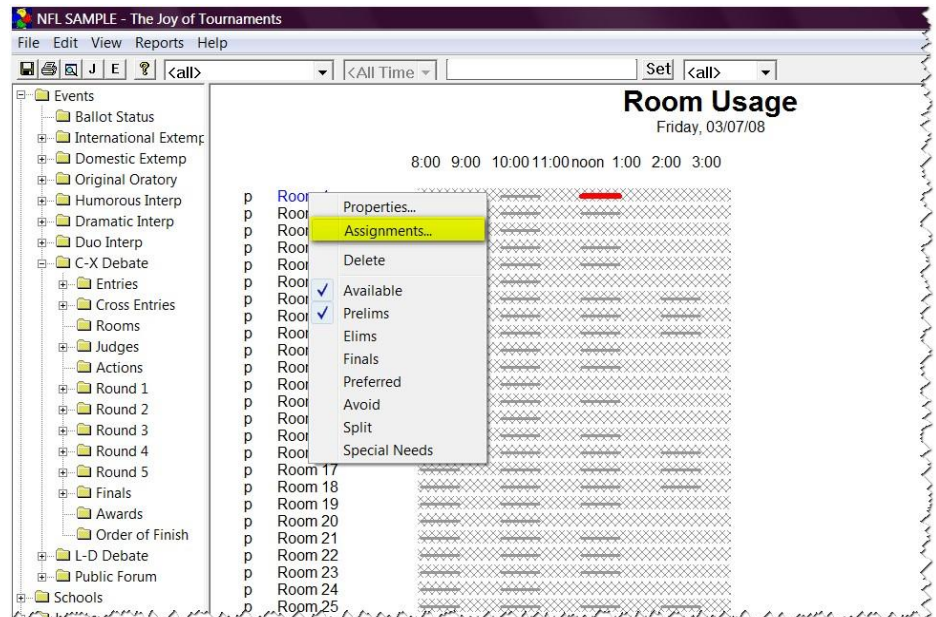


- When the **Room Assignments** box appears, click on the event you wish to reassign. The options on the right will become active. Select **Substitute.**

**NOTE:** If you wish to remove or move all assigned rooms, you may select those options as well. This example will show how to substitute a room.

- When the **Room Substitution** box appears, select the appropriate room and select **OK.** The **Room Assignments** box will reappear. Verify that the event disappeared and click **OK** again.
- On the **Room Usage** page, the red bar will have disappeared.
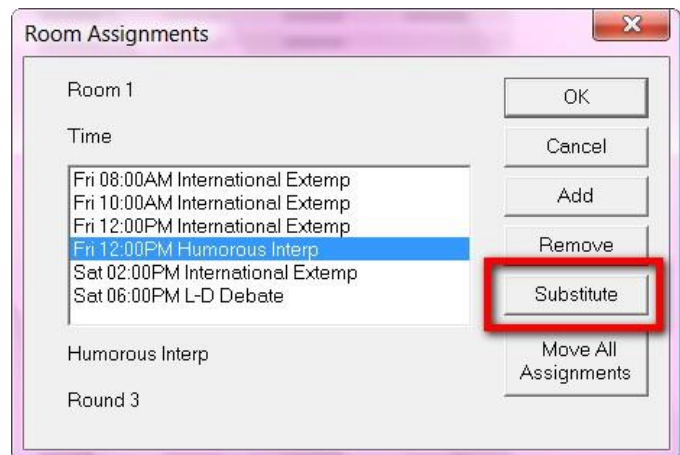
**NOTE:** You may also filter this **Room Usage** page to view only certain days of your tournament. For example, if you are running a two-day (Friday & Saturday) tournament and you only want to view the Saturday Rooms, you may do so. Click on the **drop-down arrow** at the top of the page (just to the left of the "Time" option). The dates of your tournament will appear. Select the date you wish to view and the **Room Usage** view on the right-hand side will change to reflect your requested date.
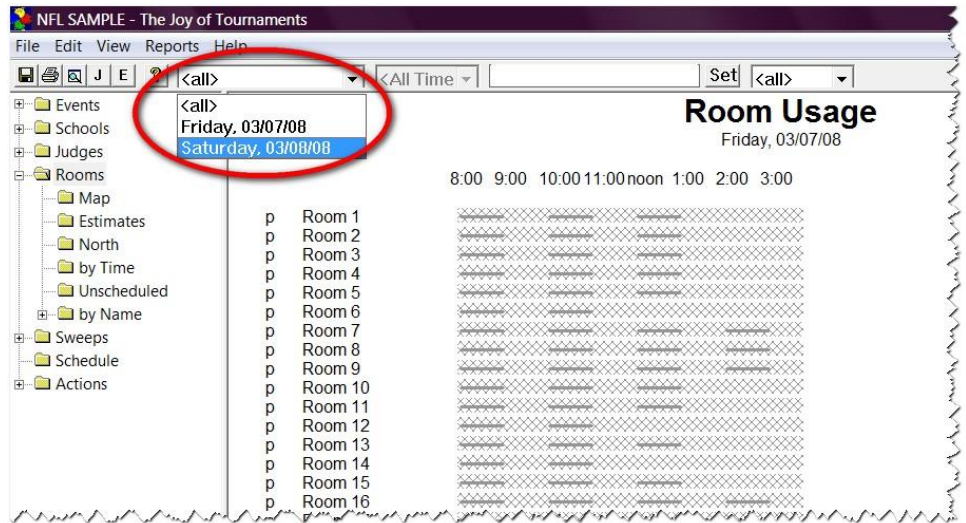
- Another option for viewing room assignments is to use the room **Grid.** To view this grid, open up the rooms folder and click on **Grid.**

**NOTE:** This feature may also be filtered to view only certain days of your tournament. For example, if you are running a two-day (Friday & Saturday) tournament and you only want to view the Saturday Rooms, you may do so. Click on the **drop-down arrow** at the top of the page (just to the right of the "J", "E" and yellow "?" buttons and to the left of the "Time" option). The dates of your tournament will appear. Select the date you wish to view and the **Room Usage** view on the right-hand side will change to reflect your requested date.
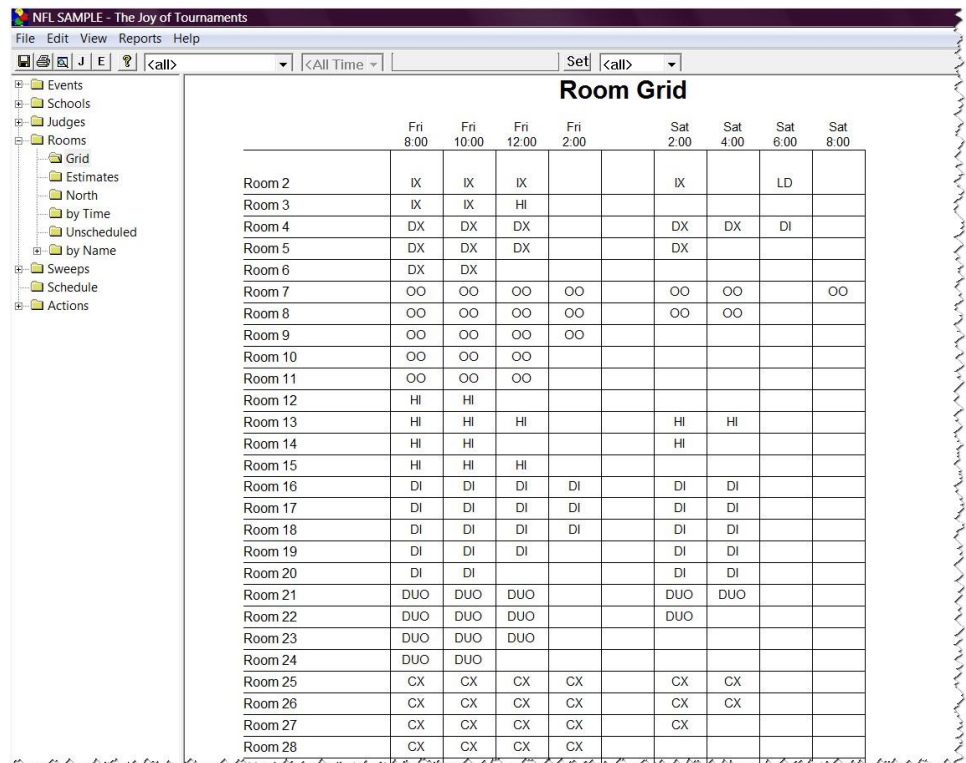
**8. Set up NSDA rules and options.**

In order for the events to tabulate according to NSDA rules, you will need to select the necessary options for each event. To do this right-click on the **event** and select **Properties** and then **Misc.**) **NOTE: Repeat these options for each event.**)

A. **Set the tabulation method.** From the dropdown menu next to Tabulation Method, select **NFL. NOTE:** You should **IGNORE** the "Prelim Ranking Rules".

B. **Choose the ballot style.**

- For each **IE event**, there is a specific NSDA ballot. Next to **Ballot Style**, select the appropriate **NFL ballot.**
- **Print IE ballot.** Open the **Event** folder on the left and then right-click on the **round** folder. Then select **Print All Ballots.**
- For **Public Forum** select **Debate – Team Points** from the dropdown menu.
- For **Lincoln-Douglas** and **CX Debate** select **Default** from the drop down menu. **Print Debate ballots:** Open the **Event** folder on the left and then right-click on the round folder. Then select **Debate Ballots.** You may add notes (e.g., the topic) in the **Message** box.

- You should **IGNORE** the **Single Performance and Entire Round** "duration" fields. The defaults (indicated by a zero) are sufficient. You can safely IGNORE the minimum and maximum speaker points because for NSDA districts all that is necessary is a win/loss record in debate.
- You should **IGNORE** the **speaker goal** because the speakers per section is outlined by the district tournament manual and the software knows about the chart. DO NOT check the "All ballots form virtual panel for finals" option. Click **OK.**
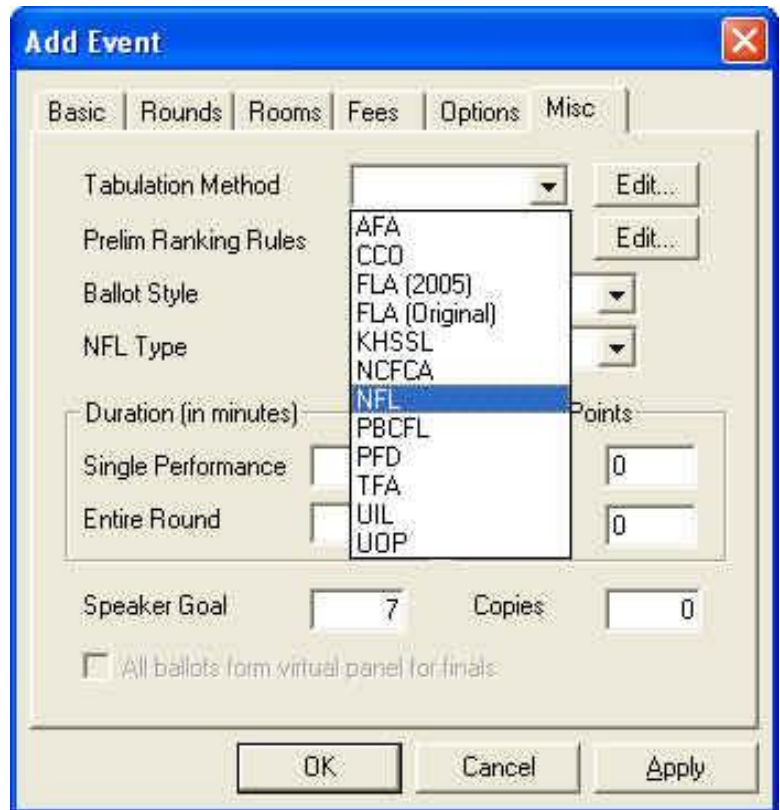
C. **Set miscellaneous options.**

- Next, you will click on the **Options** tab. Depending on the event will depend on what options are not "grayed out" and are available for use. For Dramatic Interpretation, Humorous Interpretation and Duo Interpretation you will need to select the **Track Selections** option.

- For Public Forum, you will need to select the "**Label Aff/Neg as Pro/Con (Public Forum)**" and **"All rounds flip (Public Forum)"** options.
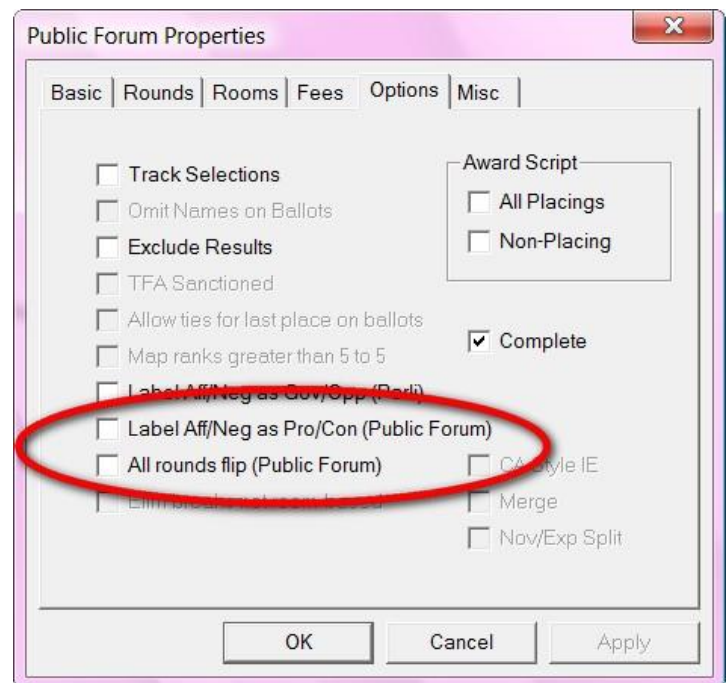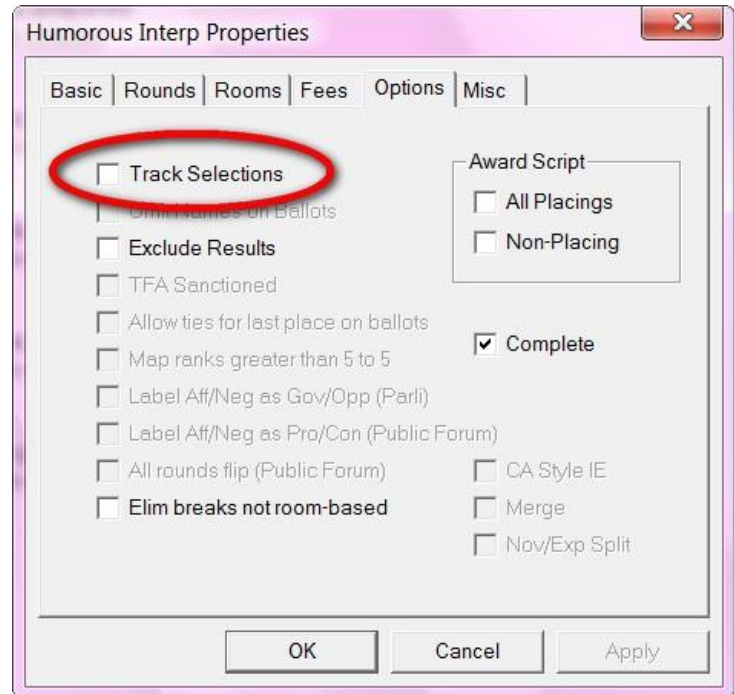
## 9. Create schematics for IE / debate rounds.

**Up/Down Method NOTE:** The first two rounds will be automatically created since they are already pre-set.

**California Plan NOTE:** For the California Plan, the first round is pre-set. Because the second round is powered off the first round, the second round will be created after all ballots have been entered.

A. **Create Sectioning for Individual Events or Debate -** To create sectioning or pair an event, right-click on the specific round of the event.

For **IE,** choose **Create Sectioning:**                    For **Debate,** choose **Pair:**
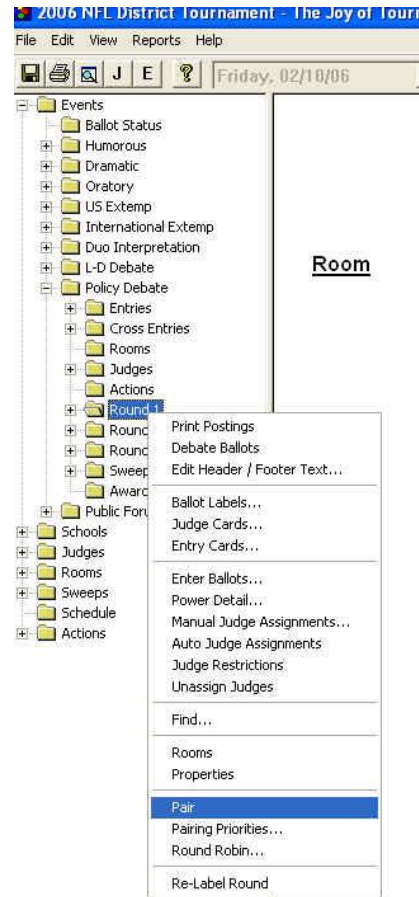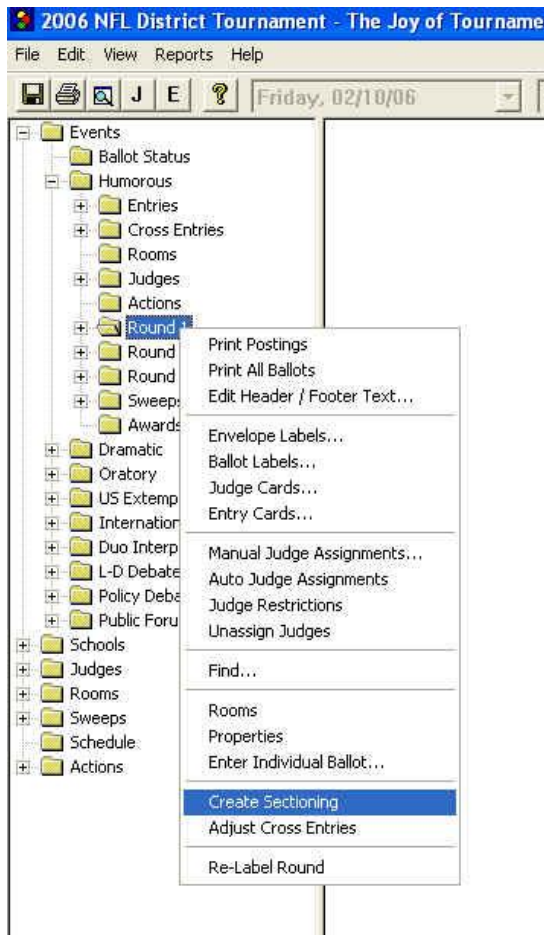
- **For IE,** a dialog similar to the following should appear. If needed, modify the numbers to reflect the number of sections you wish to have, and click **OK.**

**Create Sections**

Dramatic Interp

Entries          32

Prelims          3

Sections         5

Speakers         7

7 speakers: 5 sections (2 with 7, 3 with 6)

6 speakers: 6 sections (2 with 6, 4 with 5)

8 speakers: 4 sections of 8

OK

Cancel

- **When creating a debate paring** a dialog similar to the following should appear. Select **Yes** to create the debate pairings.

**Action Confirmation**

Create Debate Pairings

Yes     No     Cancel

- **For IE,** a schematic similar to this one will appear:
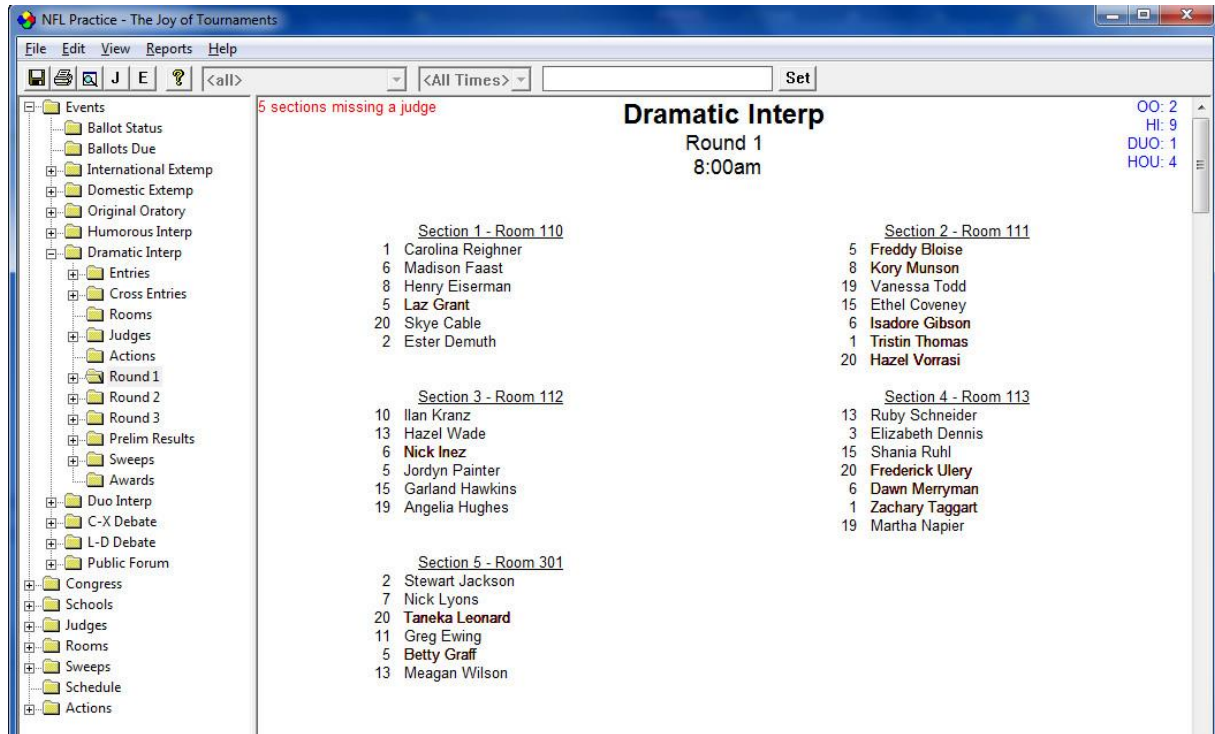


**NOTE: You may edit your schematic on the left by dragging and dropping the students to different rooms/sections.**

- **For debate,** the pairing will appear on the right side of the computer screen and look something like this.
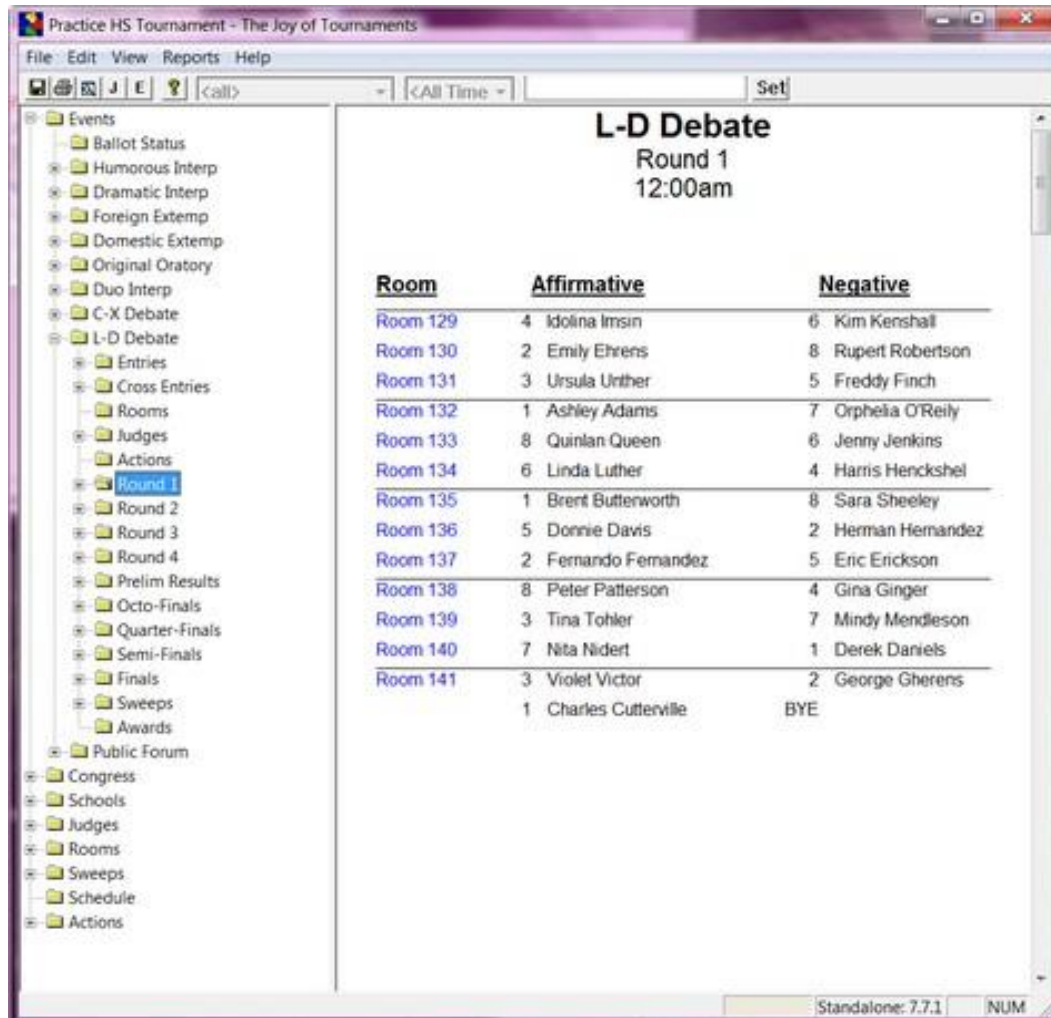


**NOTE:  You may edit your schematic on the left by dragging and dropping the students to different rooms/sections.**

**10. If needed, assign judges** - There are two ways to assign judges. You may automatically assign judges or you may manually assign judges.

**NOTE:** The website will only allow for entry of "school-affiliated" judges. If you didn't use the website, or if you need to add hired or volunteer judges to the tournament you may do so. (See the **Addendum** section at the end of this document for details.)

   A. **Automatically Assign Judges -** To automatically assign judges, double-click on the event to display each of the rounds of the event on the tree. Right click on a **Round** and a dropdown menu will appear. Select **Auto Judge Assignments**.
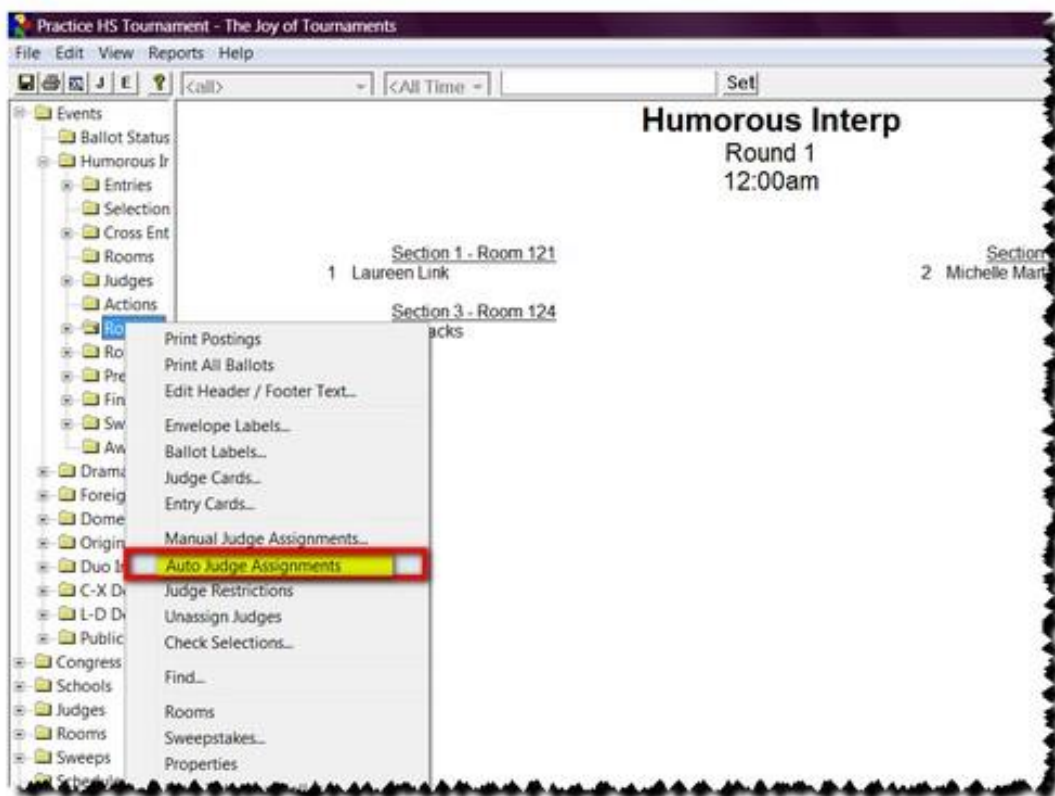
- When the **Assign Judges** dialog appears, click **OK**. You may wish to change some of the options as displayed on this dialog to modify the judges that are considered in the assignment process. The **Assign Judges** dialog box will something like this one:

- The schematic will appear on the right and will now display the assigned judge names.

- **NOTE:** This does not automatically assign judges to all events and rounds simultaneously. Repeat this process for each round of each event.



Assign Judges

Public Forum Round 1

Friday, 01/27/2012 04:00PM

| | | OK |
| --- | --- | --- |
| | | Cancel |

| | | Priority | Value |
| --- | --- | --- | --- |
| Sections | 19 | Student Judge | 0 |
| Required | 10 | 'A' Rating | 10 |
| | | 'B' Rating | 8 |
| Available | 0 | 'C' Rating | 6 |
| | | 'D' Rating | 4 |
| Preferred | 0 | 'E' Rating | 2 |
| | | Check-in | 1 |
| Panel Size | 1 | Coach | -5 |
| Lag Minutes | 0 | | |

Options
- ☑ Retain currently assigned judges
  - ☐ Do not move judges
- ☑ Observe round limits
- ☑ Consider 'dirty' if seen in another event
- ☑ Avoid Judge Tracking a Squad
- ☐ Assign coaches
- ☐ Assign 'hired' judges
- ☐ Ignore judge blocks
- ☐ Limit Judging Influence by District
- ☐ Limit judges to a single round of this event (one ballot)
- ☐ Exclude judges pre-assigned to later rounds in this event

- ☐ Assign 'dirty' judges
- ☑ Assign unconfirmed judges
- ☑ Assign judges not checked in
- ☑ Assign 'Student Judge' judges
- ☐ Maximize panel diversity

**B. Manually Assign Judges for DEBATE –** There are two ways to manually assign judges: Via the navigation tree or via the schematic.
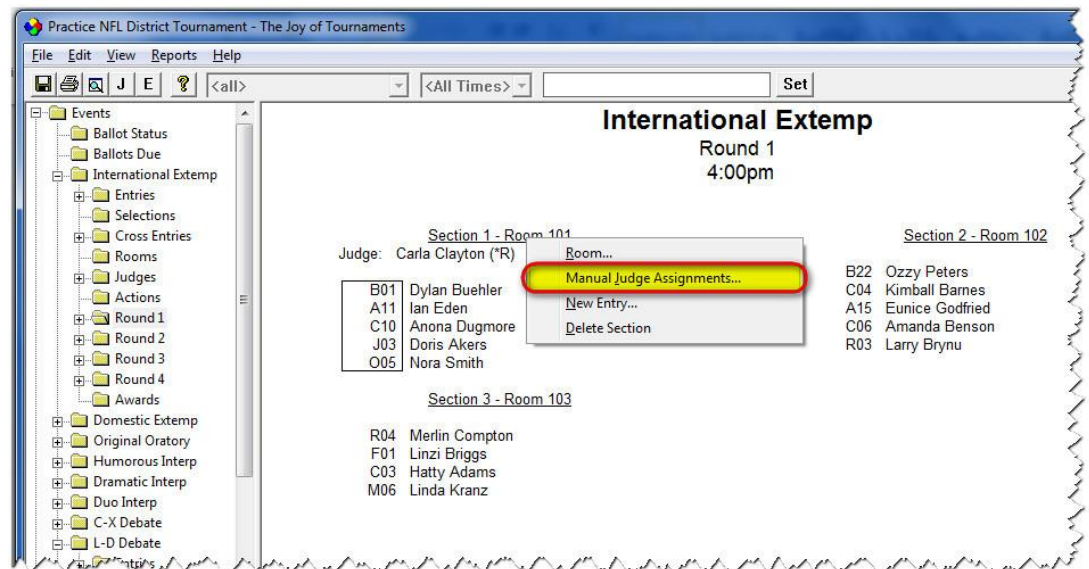
- **Via the navigation tree -** Right click on the **Round** and click on **Manual Judge Assignments.**

- When the Manual Judge Assignment dialog appears, you may make changes to that round. (See instructions in the next section.)

- **Via the Pairing (Debate)**
  Find the room/section on the pairings of the event you want to assign judges. Right click on one of the student names. When the dropdown menu appears, click on **Manual Assign Judges.**
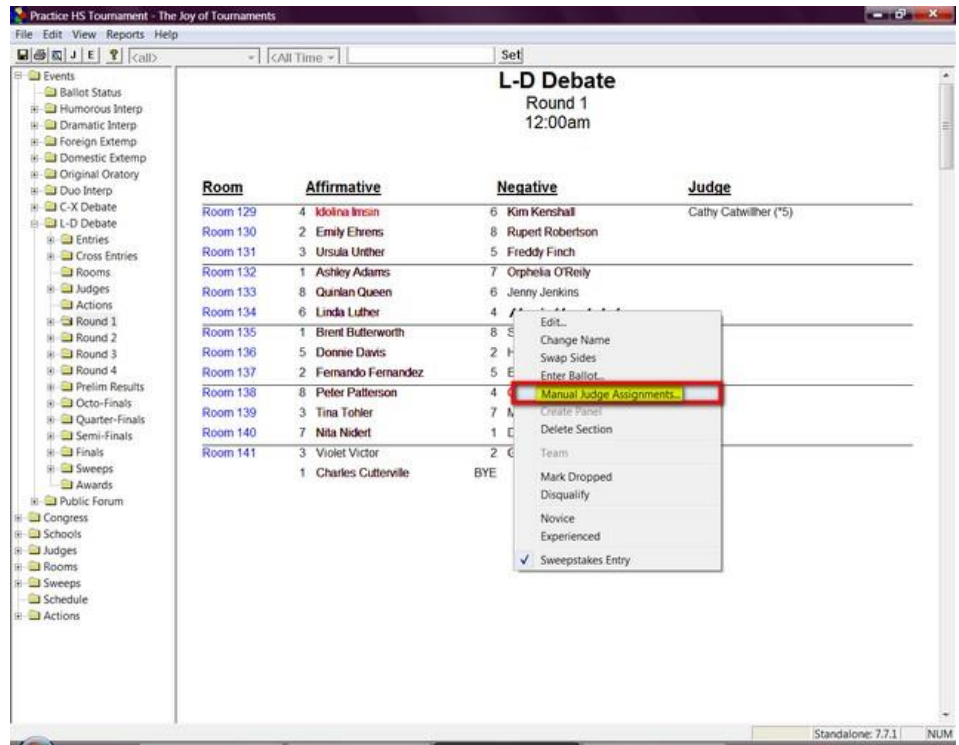
- **Via the Schematic (IE)**
  Right click on one of the room numbers or over one of the sudent codes. When the dropdown menu appears, click on **Manual Assign Judges.**
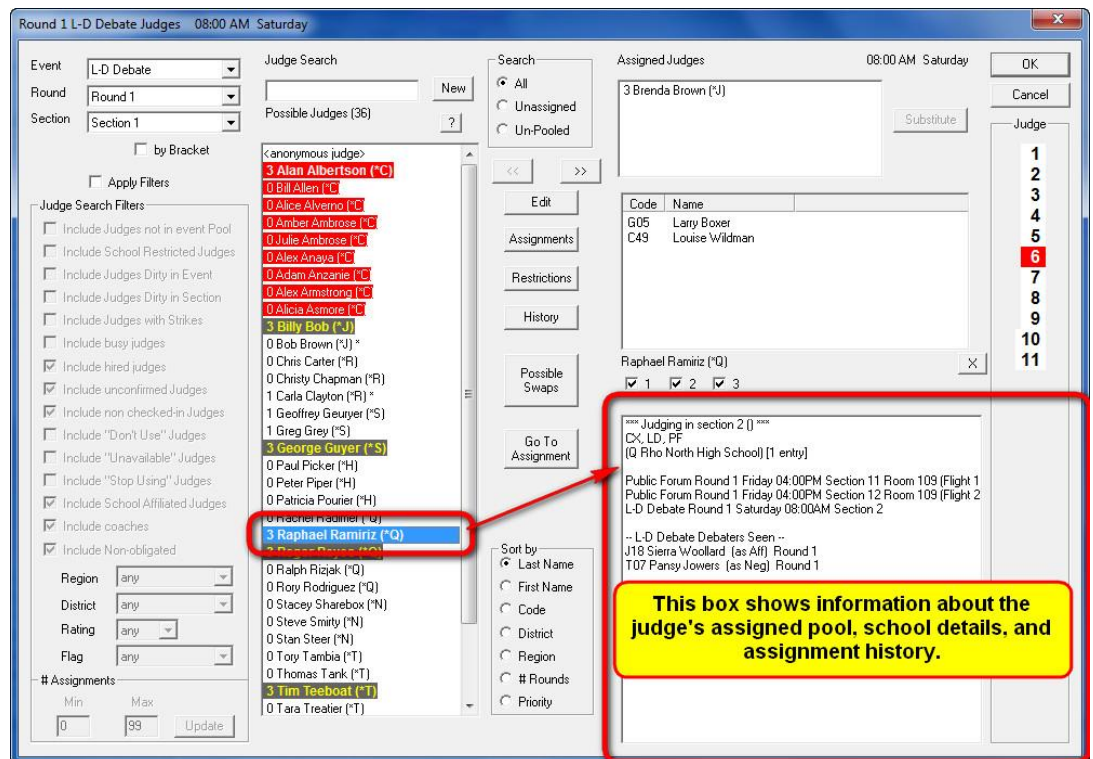
- When the Manual Judge Assignment dialog appears, you may make changes to that round.

- Note what section of this round you are editing and change sections, if needed. If you come in via the pairing or room, you'll start with the section you right-clicked on; otherwise, the default setting is start with section one.
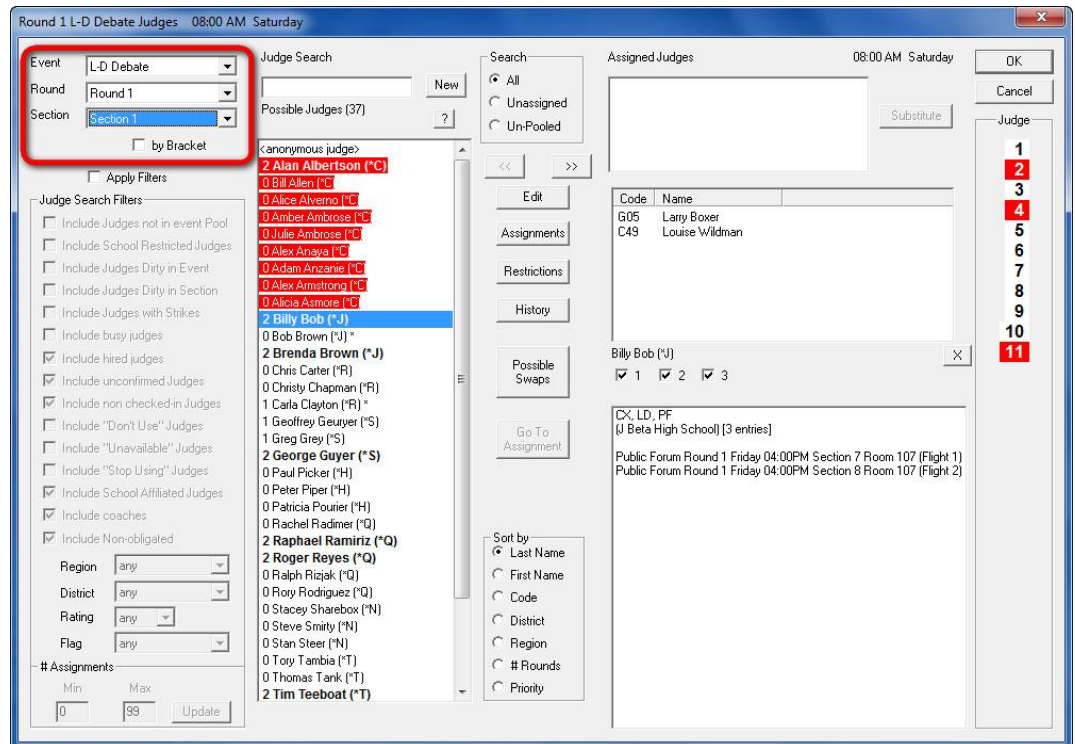
- Note the competitors to whom you wish to assign a judge. If you click on one of the competitors, you will see the details of that competitor in the box on the right.
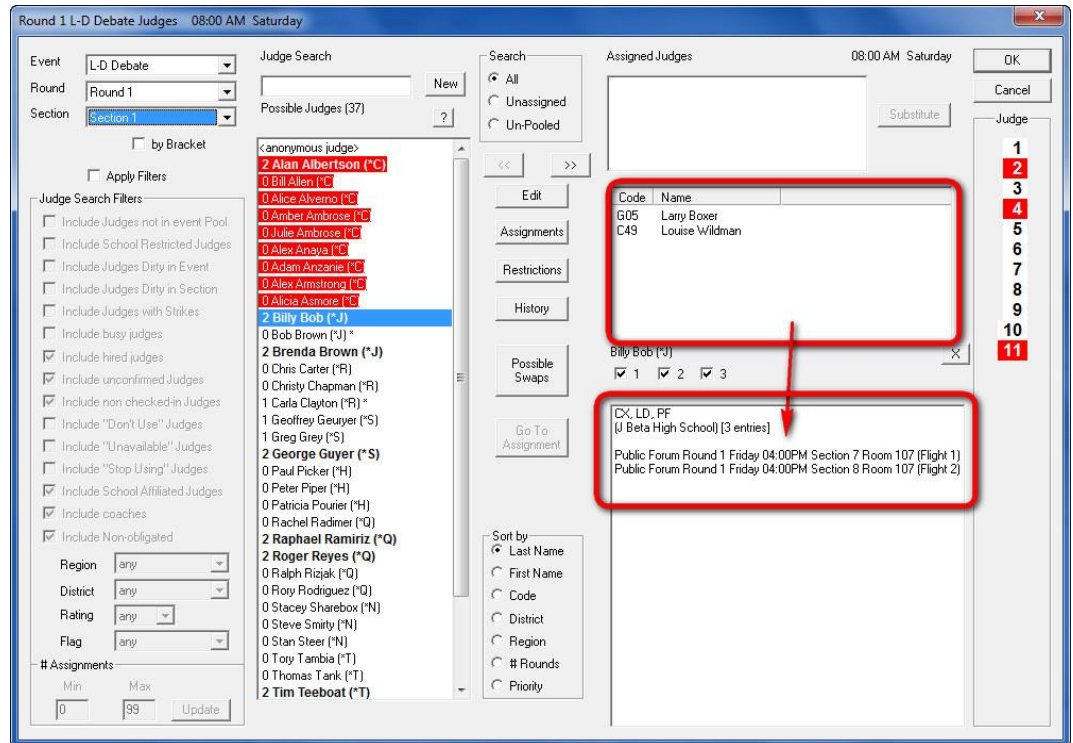
- Choose a judge from the **Possible Judges** box. When you click on a particular judge you will see the details for that judge in the box on the right.



This box shows information about the judge's assigned pool, school details, and assignment history.

- If this is the judge that you wish to choose, double-click on the judge name. The selected judge will appear in the box labeled, **Assigned Judges.** Click **OK.**

**NOTE:** This dialog offers other options. See the diagram below for further descriptions.
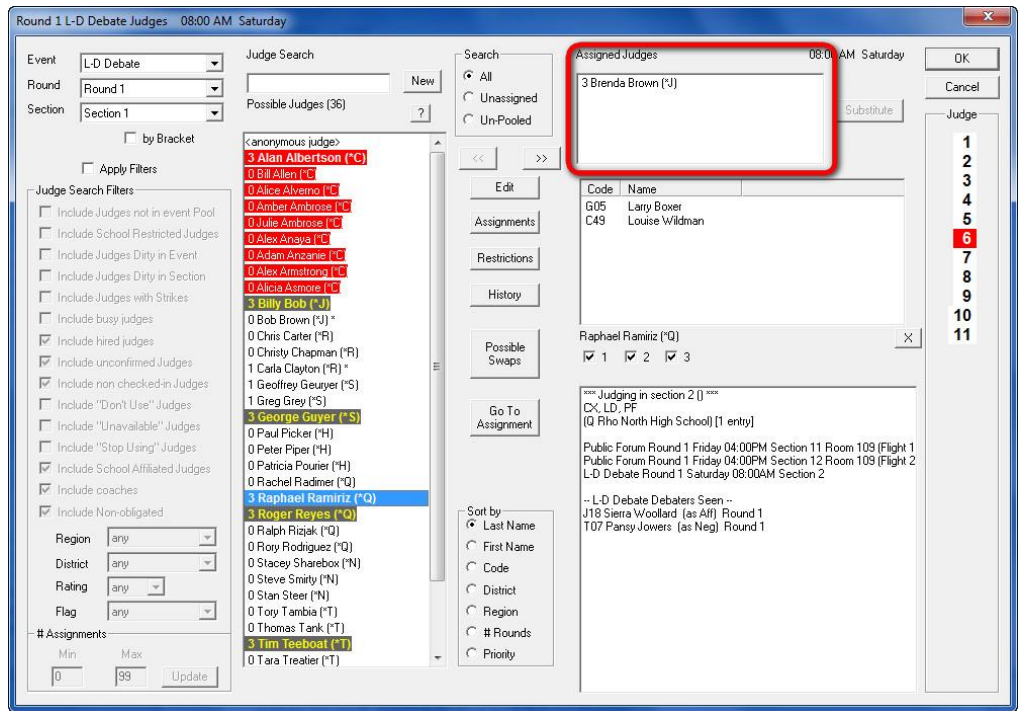
Use this box to search for a judge by name.

Click the "?" to understand the color coding.

Click here to substitute a judge already assigned to this round/section.

This option allows you to turn on the ability to "Apply Filters" to the Possible Judges list. You will be able to specify more paremeters for judge criteria in this section.

This box shows the students in this section.

When you click on a judge name, if that person is "dirty" for a particular section, the number of that section will be shaded in red.

Use these buttons to edit a judge or look up the assignments, restrictions or history of a judge.

When you click on a judge the information about that judge appears here in this box.

Click one of these options to sort the Possible Judges list.

**11. Addendum - If needed, add a judge, enter a school, or add a new entry.**

A. **Add Judges - NOTE:** You may only need this option if you are entering non-school affiliated judges (hired or volunteer); otherwise, you can skip this step if you have imported the entries from the website.

- The website will only allow for entry of "school-affiliated" judges. Judges not affiliated with a school will need to be hand-entered. If you didn't use the website or if you need to add hired or volunteer judges to the tournament you may do so by right-clicking on the **Judges** folder on the navigation tree on the left and select **Add.**

- The **Edit Judge** box will appear. While this dialog has numerous options, the only field that is required is the judge's name. All of the other fields reflect additional information that you may use to assist you in the process of contacting, recording, and assigning judges.

- Each of the fields on this dialog is described in the following table.

| Field | Description |
|-------|-------------|
| **Name** | The name of the judge. This is the only required field for defining a judge. Each judge must have a unique name. This name will be displayed on ballots and postings where judge information is provided. Typically you will want to provide full names, as in *John Brown*, and *Julie Smith*, but you may use whatever names you desire (for example, last name only). |
| **Code** | The judge code. Options exist in various places to display a judge code instead of the judge name. If you want to use those features, you must provide a code for each judge. The code can be anything you want it to be. It is recommended that you use a short code (3-4 characters). |
| **School** | This field allows you to record a school affiliation for the judge. By recording the affiliation, you are automatically recording a judge restriction; they will not be scheduled to judge competitors from the affiliated school. Additional restrictions may be coded for the judge. The affiliation field is used to record the primary affiliation. If you are requiring that judges be provided by each school, use this field to record the school that receives the *credit* for providing the judge. |
| **Region** | Use this field to indicate the region the judge represents. If you are attempting to balance judges by region, the software will use this field. |
| **District** | Use this field to indicate the district that the judge represents. If you are attempting to balance judges by district, the software will use this field. |
| **Note** | This field provides a customized note for each judge. The note will appear on assignment sheets given to the judge. You may provide personalization to your assignments using this field. Examples: *Hey Joe, stop by the tab room – I have a trophy for you from last week's tournament*, or *Thanks for judging Mary*. |
| **Phone** | Primary phone number to use to reach the judge. |
| **Work Phone** | Work phone number of the judge. |

| Field | Description |
|---|---|
| Cell Phone | Cell phone number of the judge. |
| Pager | Judge's pager number. |
| Email | Use this field to record an email address that may be used to reach the judge. |
| Events | The events this individual may actually judge. Initially, the **Any Event** check box will be checked indicating that the judge may be scheduled in any event. If so, the list of events will be disabled. If **Any Event** is unchecked, then the events highlighted in this list represent the events for which the judge may be scheduled. |
| Any Event | If checked, indicates that the judge may be assigned to any event for judging. |
| Date / From / To | Use these three fields to indicate when a judge has indicated they will be available. You may then press the button labeled **Add >>** to move the availability into the list of times the judge is available (labeled Availabilities). You may remove an availability by highlighting the time in the list and pressing the button labeled **Remove**. |
| Unavailable | Use this checkbox to indicate that a judge is not available for any judging slots. |
| # Rounds | Maximum number of rounds for which the judge should be scheduled. This box will be disabled if the **As Needed** box is checked. The application will honor this limit when instructed to do so. You may over-ride the limit by making assignments manually or requesting that the limits be ignored when automatically assigning judges. |
| As Needed | Indicates that the judge may be used for as many rounds as needed. In other words, this indicates that there is no maximum number of rounds allowed for the judge. |
| Normal / Light / Medium / Heavy | If you have indicated that the judge be used *As Needed*, this field provides an additional level of priority for using the judge. Light indicates that the judge should be used as few times as possible; Heavy means as many times as possible. Medium indicates the judge should be used slightly more than Normal, but not excessively. Normal is the default. |
| Obligation | Use this field to record the number of rounds the judge is obligated to judge. |
| Base Priority | Judges are assigned based on a priority system. Judges normally start out with a priority of zero. If you want to favor this judge for assignments (that is, place them in more rounds), assign a base priority for the judge greater than zero. The priority scale by default runs from zero to approximately 100. Higher numbers result in more assignments; lower numbers result in fewer assignments. You may also assign a negative number to reduce the likelihood of assignments for the judge. The actual judge that is assigned to each slot is based on a number of things. When |

| Field | Description |
|---|---|
| | all other considerations are equal, the software assigns the slot to the judge with the highest priority. |
| Rating | Use this field to rate the judge. Ratings are based on a scale from A to E. A represents the best rating. |
| Private Note | Use this field to keep a private note. This note will only appear on this dialog. You may keep notes here that you would not necessarily want the individual to see. For example, *Avoid interp events*, *Argumentative*. Caution is advised not to over use this field. |
| Confirmed | This field may be used to track judge confirmations. After receiving a confirmation for the judge, check this box. If you choose, confirmed judges may receive a different priority for judge assignments than unconfirmed judges. |
| Checked In | You may use this field to track which judges have *Checked In* or that you know are present at the tournament. When assigning judges, this can be used to alter priority for assignments. |
| No Show | This field may be used to indicate that the judge is a *No Show*. |
| Hired | Use this field to indicate that a judge is hired. Extra options exist within the software for hired judges to assist in payment. |
| Don't Use | When this field is checked, the software will mark the judge as being completely unavailable. The software will not assign judges with this attribute set. Additionally, you will be warned if you attempt to assign a judge that has been marked *Don't Use*. Use this field primarily to indicate that a judge previously thought available has become unavailable for use. |
| Coach | This field allows you to mark the judges that are coaches. You may use this field to alter the priority of assigning coaches as judges. |
| Prelims | If checked, indicates that the judge may be used in Preliminary rounds. If unchecked, the judge will not be assigned to preliminary rounds of competition. |
| Elims | If checked, indicates that the judge may be used in Elimination rounds. If unchecked, the judge will not be assigned to elimination rounds. |
| Stop Using | When this field is checked, the software will stop assigning the judge for additional rounds. Any existing assignments will be retained, but the software will not automatically add any assignments to the judge. Additionally, you will be warned if you attempt to assign the judge after marking them with the 'Stop Using' flag. |

- **NOTE:** Additional flags may appear on the bottom of this dialog if you are using user-defined judge flags (these flags were set up in the initial website preparation process). User-defined flags will appear following the 'Stop Using' flag.

- When you return to the judge page (click on **Judges)** to view the judge list, the hired/volunteer names will have a special code next to the name to indicate they are hired.
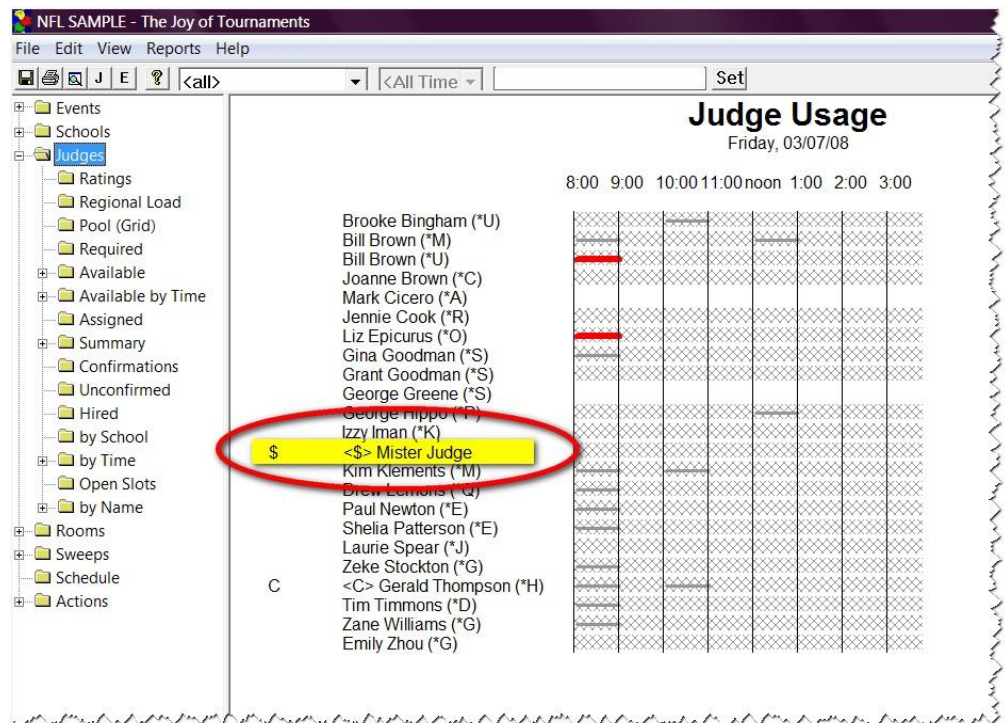
**B. Add a school.** Right-click on the **Schools** folder and select the option labeled **Add** from the dropdown menu. Selecting this option will bring up the dialog that appears. This dialog allows you to store the information about a school.

- There are only two fields on this dialog that are required: *Code* and *Name.* The remaining fields are all optional. Use the chart below to determine the information that you may enter in the different fields.

- Using this dialog, you may enter the appropriate information for each school. *Be sure to press* the button labeled **Enter.** This will store the information you have entered for the current school and clear the dialog for entry of the next school. When you have finished with the dialog, press the button labeled **Close**.

| Field | Description |
|-------|-------------|
| Code | A short code that will be displayed to represent the school on all reports. It can be numeric, alphabetic, or anything else you want; however, the code you choose should be short – typically 1 or 2 characters.   For NSDA districts, school codes are typically alphabetic. |
| Name | The actual name of the school or squad. Typical values are *Friona*, *Friona High School*, *Texas A&M University*, *Amarillo High Gold Squad*, etc. This is a descriptive name of the team. Result pages generally display the name of the school. |
| Coach | The name of the (primary) coach or sponsor for the school. |
| Addr 1 | First address line. |
| Addr 2 | Second address line. |
| City | City that the school represents. |
| State | State |
| Zip | Zip Code |

| Field | Description |
|---|---|
| **Phone** | Phone number of the school. |
| **Fax** | Fax number of the school. |
| **Home Phone** | Coach's home phone number. |
| **Email** | Coach's email address. |
| **Notes** | A text field that allows you to keep short notes about the school. This field does not appear on any reports. |
| **Has Arrived** | Used to mark a school as arrived. The arrival status may be tracked during registration allowing you to know which schools have/have not checked in. |
| **Squad Count** | Number of competitors from this school. This number is used in the calculation of squad efficiency. If you leave this number blank, the application will automatically calculate this number. If you supply a number here, the number you supply will over-ride the automatic calculation. |
| **Trophy Points** | This option is only available for NSDA District Style tournaments. Record the trophy points retained from previous district competition in this field. |
| **Additional Coaches** | A list of additional coaches for the school. Use the Add and Remove buttons to edit the names on this list. |
| **Affiliated Judges** | A list of judges that have been coded as affiliated with the school. Used primarily to determine if a school has provided sufficient judges. |

**C. Add a new entry.** There are multiple ways to enter competitors in the software. Here is the recommended process for manually typing in the entries.

- Go to one of the events on the navigation tree (it really doesn't matter which one you select). Open up the **Events** folder to reveal the "entries" folder beneath it. Right-click and select **Edit** from the context menu.
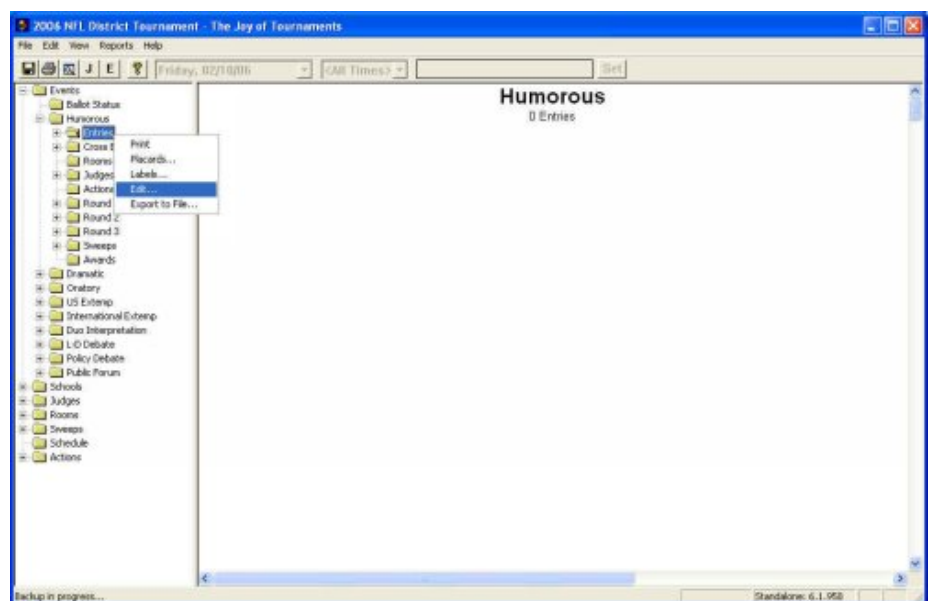
- From the **School** dropdown menu, select the appropriate school from the list. (If the school is missing, you may use the "Add" button to add the school; see the previous section for information about adding a school.)

- From the **Event** dropdown menu, select the appropriate event from the list.

- Type in the name of the contestant in the field labeled "Contestant Name".

- Press the **Enter** key on the keyboard (some keyboards label the key "return"). This will cause the student's name to appear in both the **Squad Members** box on the left-hand side and in the right-hand box labeled "International Extemp entries" (or whatever event is selected).

**Entries by Event**

School: Falmouth High School (B)   Add...   Close

Sort   ⦿ by Name   ○ by Code

Event: International Extemp

Contestant Name

[ ]   Name Change

Squad Members (All)     International Extemp entries (1)

John Doe      >>      John Doe

Sort / Search by   ⦿ First Name   ○ Last Name     Drop   Substitute

- Continue with this process to enter each of the students from the School/Event combination you have selected. You may change to a different event and/or a different school as you process additional entries.
- The **Squad Members** list will include all of the students from the selected school that are entered in any event.
- The **Entries** list in the bottom right-hand box will list just the students from that school that are entered in the selected event.

**Entries by Event**

School: Falmouth High School (B)   Add...   Close

Sort   ⦿ by Name   ○ by Code

Event: Dramatic

Contestant Name

[ ]   Name Change

Squad Members (All)     Dramatic entries (1)

Alan Brown
John Doe
Mark Williams
Shelia Smith      >>      John Doe

Sort / Search by   ⦿ First Name   ○ Last Name     Drop   Substitute

*As a reminder, these instructions are not intended to be exhaustive of the entire software program.  They are meant to guide you through your NSDA District Tournament.  For a more specific explanation of these steps, refer to the manuals found on*
*www.JoyofTournaments.com/help/.*

*For software support, please call 806-773-0162*
*(available via Monday to Saturday).*