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 <u>BEFORE</u> 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

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create a separate folder on your computer to store the data. If you will press the Create New

Folder icon (^{CC)}), 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.

Save in: 🚺 N	ew folder	- 🗧 🖆 📰	
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	No items	: match your search.	
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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.

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Sweepstakes General Awa	Judges Options Styles Fees ards Host Info Watermarks Deadlines
Name	Untilled
Start Date	2/ 9/2006 💌 End Date 2/ 9/2006 💌
Backup every	15 minutes
Path	
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🔲 Read Only	☐ Letters in Codes
	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").

Sweepstakes	221 U.S.	The second second second	tions	Styles	Fees
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- 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.

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Sweepstake	es Juc	lges Op	tions	Styles	Fees
FLA Tou	irnament irnament trict Tournamer celerated Elimi lifornia Plan		Bonus Qual	ifications	0
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• Press OK.

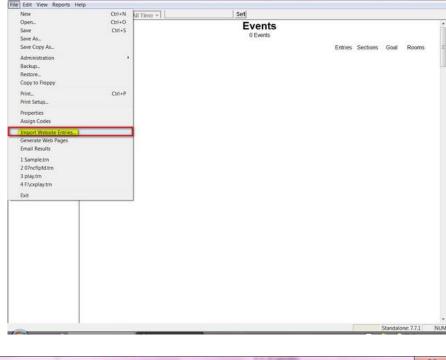
4. Import events and website registrations.

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.

Practice HS Tournament - The Joy of Tourn

- 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



Web Import -> Map Events		×
Event Mapping	ι	Jnmapped Web Events
Event W	/eb Event	Web Event
Dramatic Performa Foreign Extemp Domestic Extemp D Humorous Interp H Original Oratory O Duo Interp D C-X Debate C L-D Debate L- Public Forum Deba P Senate S House H The events listed on the left are	omestic Extemp lumorous Interp riginal Oratory uso Interp -X Debate D Debate ublic Forum enate The events listed on the right are the ones that are on the website and	International Extemp Dramatic Interp The events listed in this area are the ones that the website doesn't find an exact match for in your tabulation software. Click on the event name to match it to
the ones that you created inside	are trying to import. The events on the right	the correct event in the next steps.
the tabulation software.	need to match the ones on the left.	Next> Cancel

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, doubleclick on one of the items in the Unmapped box on the right.

		 Jnmapped Web Eve	
Event	Web Event	Web Event	
Dramatic Performa Foreign Extemp Domestic Extemp Humorous Interp Original Oratory Duo Interp C-X Debate L-D Debate Public Forum Deba Senate House		International Extemp	

 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.

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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 <u>http://www.joyoftournaments.com</u>, and click on **Administration**. On the left under the control panel, click on **Export Data**. Then, click on the option that says, **Export Entries** (low of Tournaments Import Format)

(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**.

Web

 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.

Email Address	offournaments.com (this comp	uter must be connect	ed to the internet)
ad from disk (data has be Data File Location ; here for help with this op	en downloaded separately h	om the website and t	stored on disk)
		(Back)	Cancel
N Open			
	actice high school Date modifType You are loof "tourn" file w extension on t	Size cing for a ith a ("txt)	- 🕲 🗗 🔲 - Tags

• 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 <u>http://www.joyoftournaments.com/help/webimport.htm</u> 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 -> <u>Tab Software Training Notes</u>.

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.

	OK
C Letters (alphabetic school order)	
Letters (random school order)	Cancel
Numeric (alphabetic school order)	
C Numeric (random school order)	

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.

Code 🧵	Name	Westfield Hi	igh School	_	Enter
1919 A. 11-1		3			Close
Coach 🛛			Phone (s)		
Addr 1			Phone (h)		
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S 10			7	Trophy Points	
Region					-
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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

ethod	ОК
Code + Letter	
Code + Number	Cancel
Code + Initials	
NFL (xe uses unique code)	
" NFL (xe uses 1 code)	✓ Replace Existing
* Sequential Numeric	
Beginning with 100	
PRP Nationals	

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.

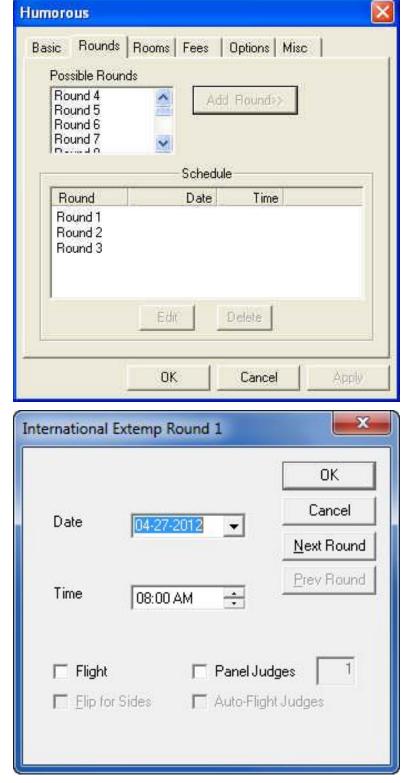
Up/Down Method NOTE: You probably won't know your full schedule ahead of time, but you should have at least a good idea of how the first two or three rounds of every event will run. You can always change the schedule "on the fly", but it is recommended that you at least setup the first two rounds up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

For Help, press F1

-🥹 NFL Practice - The Joy of Tournal When you click on the <u>File Edit View Reports Help</u> event on the left, you 🖬 🎒 🔯 J E 🧣 Kall> Set will see the summary Events Dramatic Interp Ballot Status page on the right. 32 Entries 🚞 Ballots Due Advancing to Nationals: 2 entries 🗄 🧰 International Extemp Review the schedule Individual Events 🗄 🧰 Domestic Extemp 32 Outstanding to be sure it is properly 🗄 🧰 Original Oratory Tabulation rules have not been specified. Entry Fee: \$10.00 🗄 🦲 Humorous Interp Speaker goal: 7 displayed. Make sure 🕂 🔄 Dramatic Round 1 Friday 8:00am 🕀 🦲 Duo Interp 5 sections currently required that the DAY of each E C-X Debate 🚞 L-D Debate ŧ Friday 10:00am Round 2 round is correct. Make 🗄 🧰 Public Forum 5 sections currently required 🕀 🧰 Congress sure that the times are + Schools Round 3 Friday 12:00pm 🕀 🧰 Judges 5 sections currently required listed correctly. If you E Rooms Outstanding Entries 😐 🦲 Sweeps have any problems Alpha Academy Beta High School 32 Schedule Actions with the schedule, you 3 Chi Central High School Epsilon HS 441 may return to the Gamma High School 6 lota Preparatory School Rounds dialog again Kappa South High School Mu Catholic High School 2 10 to edit the dates and 11 Nu Academy 13 Psi East High School 13 times until the 15 Sigma High School 19 Xi Central High School 3 3 20 Zeta High School summary page appears correctly.

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[BEFORE]

- 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

Edit Room			
Name Hall / Building Hall / Notes Times Date Friday	/ ▼ 08:00 AM ÷	Availabilities	Enter Close
To Prelims Elims Finals	07:00 PM	Special Needs	

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,

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R Events R J Schools H J Jobps H Standing Schools Schools Address Address Address	8:00 9:00 10:001100aces 1:00 ; p Auditorium p Back Mail p Lerter Edit p Icentific 1 p Portuble 1 p Portuble 1 p Portuble 1 p Roces 1:0 p Roces 1:0 p Roces 1:10 p Roces 1:12 p Roces 1:12 p Roces 1:14 p Roces 1:15 p Roces 1:15	Room Usage Peday, 01/1808	

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

Round Roun Roun Roun Roun	nd 1 nd 2	
Rooms	.US	Selected Rooms (3)
Room 20 Room 21 Room 22 Room 23 Room 24 Room 25 Room 26 Room 27		v l
Show	C All	Available

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
BIACK	Room has not been indicated as appropriate for this specific round although it isn't in use
Red	Room has been marked as Unavailable
(-rav	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.

		Fri 08:00AM 4 sections of 6
Rooms Library Portable 1 Portable 2 Portable 3 Portable 4 Room 110 Room 111 Room 118	New F	elected Rooms (7) Room 116 Room 112 Room 119 Room 115 Room 117 Room 114 Room 113
Show		Available 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**.

NFL SAMPLE - The Joy of Tournaments File Edit View Reports Help

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Ballot Status

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Set <all>

Room Usage

Friday, 03/07/08

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



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▼ <All Time ▼

NFL SAMPLE - The Joy of Tournaments File Edit View Reports Help 🖬 🎒 🔯 J E 🤶 (all> Set <all> ▼ <All Time ▼ E- Events Room Usage Ballot Status Friday, 03/07/08 + international Extemn 🗄 🗀 Domestic Extemp 8:00 9:00 10:0011:00 noon 1:00 2:00 3:00 🗄 🗀 Original Oratory p Room 1 🗄 🗀 Humorous Interp р Room 2 🗄 🗀 Dramatic Interp Room 1 p 🗄 🗀 Duo Interp Room Prelims OK p - C-X Debate Room Fri 08:00AM International Extemp Round 1 p Entries р Room Fri 10:00AM International Extemp Round 2 Room Fri 12:00PM International Extemp Round 3 E Cross Entries р Room Fri 12:00PM Humorous Interp Round 3 D C Rooms Room Sat 02:00PM International Extemp Round p 🗄 🗀 Judges Room Sat 06:00PM International Externational p Actions p Room 12 D E Round 1 Room 13 p E Round 2 p Room 14 E Round 3 Room 15 E Round 4 D Room 16 Room 17 E Round 5 p Room 18 p 🗄 🛄 Finals Room 19 Awards D Room 20 Order of Finish Room 21 D 🗄 🗀 L-D Debate Room 22 p +- Public Forum Room 23 Room 24 E Schools 1Pron25 govern gestrege ge gester george george 10/

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Before the Tournament Guide

Revision: Jan. 2017

HI has been inadvertently assigned to the same room at the same time the IX round is scheduled there.

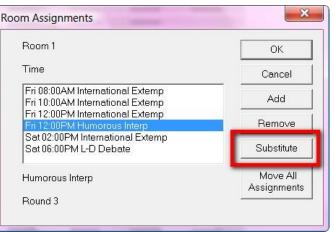
 To easily substitute or reassign this room, rightclick on the Room (on the right-hand side) and click on Assignments.

Edit View Reports Help		
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Events Ballot Status Characteristic Status Domestic Extemp Characteristic Status Charac	8:00	Room Usage Friday, 03/07/08 9:00 10:0011:00 noon 1:00 2:00 3:00
Humorous Interp	p Roor Properties	
🗆 🗀 Dramatic Interp	p Roor Properties p Roor Assignments	
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C-X Debate	p Roor Delete	
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Order of Finish	p Room 21	<u></u>
- 🗀 L-D Debate	p Room 22 🗰	******
Public Forum	p Room 23	

• 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.

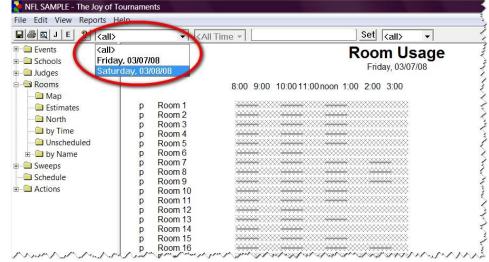
• When the **Room Substitution** box appears, select the appropriate room and select **OK.** The **Room Assignments** box



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.

<u>)</u>

 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

JE & (all)		[Cot	[W				
the second se	▼ <all th="" time="" <="" ▼=""><th></th><th></th><th></th><th></th><th>(all)</th><th>+</th><th></th><th></th><th></th></all>					(all)	+			
Events Schools					Ro	om G	irid			
Judges Rooms		Fri 8:00	Fri 10:00	Fri 12:00	Fri 2:00		Sat 2:00	Sat 4:00	Sat 6:00	Sat 8:00
 Grid Estimates North 	Room 2	IX	IX	IX			IX		LD	
by Time	Room 3	IX	IX	HI						
Unscheduled	Room 4	DX	DX	DX			DX	DX	DI	
🗀 by Name	Room 5	DX	DX	DX		_	DX			
Sweeps	Room 6	DX	DX							
Schedule	Room 7	00	00	00	00		00	00		00
Actions	Room 8	00	00	00	00		00	00		
	Room 9	00	00	00	00					
	Room 10	00	00	00						
	Room 11	00	00	00						
	Room 12	HI	HI							
	Room 13	HI	HI	HI			HI	HI		
	Room 14	HI	HI				HI			
	Room 15	HI	HI	HI						
	Room 16	DI	DI	DI	DI		DI	DI		
	Room 17	DI	DI	DI	DI		DI	DI		
	Room 18	DI	DI	DI	DI		DI	DI		
	Room 19	DI	DI	DI			DI	DI	0	
	Room 20	DI	DI				DI	DI		
	Room 21	DUO	DUO	DUO			DUO	DUO		
	Room 22	DUO	DUO	DUO			DUO			
	Room 23	DUO	DUO	DUO	5					
	Room 24	DUO	DUO							
	Room 25	CX	CX	CX	CX		CX	CX		
	Room 26	CX	CX	CX	CX		CX	CX		
	Room 27	CX	CX	СХ	CX		CX			
	Room 28	CX	CX	CX	СХ					

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.**

Tabulation Method		Edit
Prelim Ranking Rules	AFA CCO	Edit
Ballot Style	FLA (2005) FLA (Original)	•
NFL Type	KHSSL	-
Duration (in minutes)	NFL PBCFL	Points
Single Performance	PFD	0
Entire Round		0
Speaker Goal	7 Copies	0
F All ballots form virtua	panel for finals	

- **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.

Track Selections	Award Script
Ominicanes on Ballots	All Placings
Exclude Results	Non-Placing
TFA Sanctioned	
Allow ties for last place on ballots	
🥅 Map ranks greater than 5 to 5	Complete
📕 Label Aff/Neg as Gov/Opp (Parli)	
📕 Label Aff/Neg as Pro/Con (Public	: Forum)
F All rounds flip (Public Forum)	CA Style IE
Flim breaks not room-based	Merge
	🔲 Nov/Exp Split

 For Public Forum, you will need to select the "Label Aff/Neg as Pro/Con (Public Forum)" and "All rounds flip (Public Forum)" options.

 Track Selections Omit Names on Ballots Exclude Results TFA Sanctioned Allow ties for last place on ballots 	Award Script
Map ranks greater than 5 to 5 Label Aff/Neg as Gov/Opp (Podi) Label Aff/Neg as Pro/Con (Public All rounds flip (Public Forum)	Forum)
Elimonalistation in said	Merge

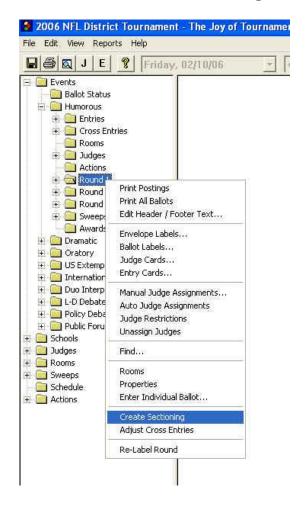
9. Create schematics for IE / debate rounds.

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

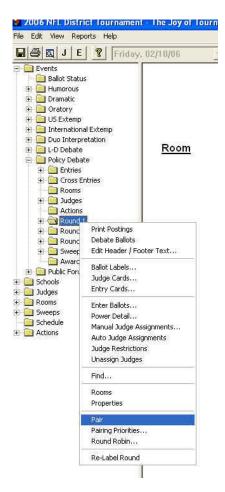
California Plan NOTE: For the California Plan, the first round is pre-set. Because the second round is powered off the first round, the second round will be created after all ballots have been entered.

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

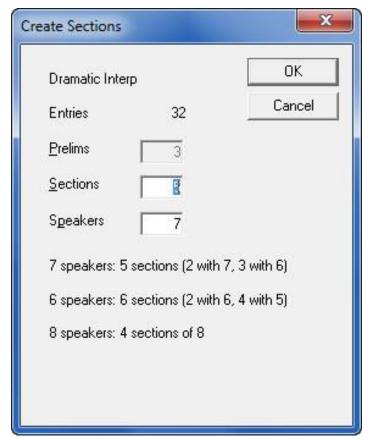
For IE, choose Create Sectioning:



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.



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

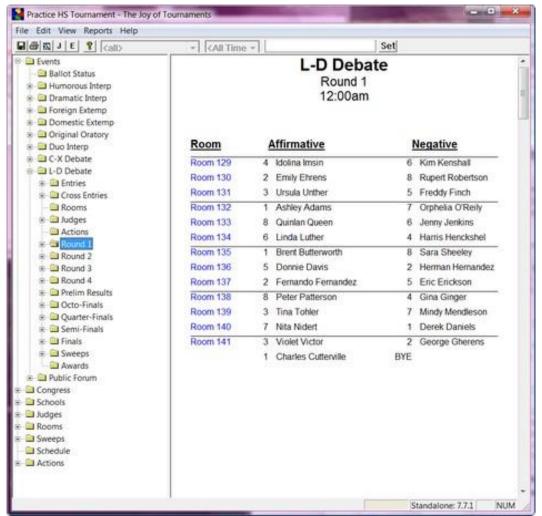
Cancel
TOTOL I

• 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.

8 8 3 L 2 8	Callo * CAll Time *	Set	
Events Ballot Status Humorous Ir Entries Selection		Humorous Interp Round 1 12:00am	
Cross Ent Rooms Judges Actions	Section 1 - Room 121 1 Laureen Link Section 3 - Room 124		Section 2 Michelle Mar
Av Av Av Av Av Crams Dome Craig Crams Av Craig Av Craig Craig	allot Labels uto Judge Assignments uto Judge Assignments u		

- 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.

Public Forum Rou	nd 1		0	К	
Friday, 01/27/201	2 04:00PM		Car	ncel	
Sections	19	Priority	Value		
Required	10	Student Judge 'A' Rating	0 10	III	
Available		'B' Rating	8		
Preferred		'C' Rating 'D' Rating	6 4		
	0	'E' Rating Check-in	2 1		
Panel Size	1	Coach	-5	-	
Lag Minutes	0				
Options					
Retain curren			gn 'dirty' judges		
🔽 Do not	move judges	s 🔽 Assig	gn unconfirmed judgi	es	
✓ Observe round limits ✓ Assign judges not checked in					
I Consider 'dirty' if seen in another event I Assign 'Student Judge' judges					
🔽 Avoid Judge 1	Tracking a S	quad			
🗌 Assign coach	es				
🗖 Assign 'hired'	judges				
🗐 Ignore judge t	blocks	🗖 Maxi	mize panel diversity		
🗖 Limit Judging	Influence by	District			
🗖 Limit judges to	o a single rou	nd of this event (one ba	allot)		
		ed to later rounds in this			
Exclude judge	vo, price coordin				

- 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.)

Sal J E ? (all)	w	<ailt< th=""><th>ime *</th><th></th><th>Set</th><th></th><th></th></ailt<>	ime *		Set		
Events Ballot Status Humorous Interp Dramatic Interp Foreign Extemp Domestic Extemp Original Oratory	Activity				L-D Debate Round 1 12:00am	kins second	
🗉 😂 Duo Interp	Room	A	ffirmative	1	Negative	Judge	
C-X Debate Debate Debate Debate Decose Entries Cross Entries Rooms	Room 129 Room 130 Room 131 Room 132	2 3	Idolina Imsin Emily Ehrens Ursula Unther Ashley Adams	8	Kim Kenshall Rupert Robertson Freddy Finch Orphelia O'Reily	Thomas Tears (*3) Glenn Gungho (*3) Anita Applewaite (*2) Doug Drewman (*4)	
8 🖾 Judges	Room 133 Room 134	1.21	Quinlan Queen Linda Luther	6 4	Jenny Jenkins Harris Henckshel	Josh Juniper (*4) Zebra Zenith (*8)	
Rour Print P Debat Rour Debat Rour Edit H	ostings e Ballots eader / Footer Text		Brent Butterworth Donnie Davis ernando Fernandez	8 2 5	Herman Hernandez Eric Erickson	Jerry Jinking (*6) Barry Barnhardt (*6) Brie Benthere (*1)	
B Coto Judge Quar Entry C Semi	ards		Peter Patterson Iina Tohler Ista Nidert	4 7 1	Gina Ginger Mindy Mendleson Derek Daniels	Charles Culpepper (*6) Cathy Catwilher (*5) Beth Beatty (*2)	
Final Enter Ba Sweet Power D Awa Manual Awa Manual Public Fr Auto Juc Congress Judge R		-	Violet Victor Sharles Cutterville	2 BYE	George Gherens	Wilma Winner (*7)	
	stakes						
	l Pair Priorities Robin						

 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.

Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status	-110	All Time +	L-D Debate Round 1		
 Dramatic Interp Foreign Extemp Domestic Extemp Original Oratory Duo Interp 	Room	Affirmative	12:00am <u>Negative</u>	Judge	
C-X Debate	Room 129	4 klolina Imsin	6 Kim Kenshall	Cathy Catwillber (*5)	
L-D Debate Entries	Room 130	2 Emity Ehrens	8 Rupert Robertson		
Cross Entries	Room 131	3 Ursula Unther	5 Freddy Finch		
- Coms	Room 132	1 Ashiey Adams	7 Orphelia O'Reily		
🖲 🛄 Judges	Room 133	8 Quinlan Queen	6 Jenny Jenkins		
Actions	Room 134	6 Linda Luther	4 / Edit.		
Round 2	Room 135	1 Brent Butterworth	8 S Change Name		
Round 3	Room 136	5 Donnie Davis	2 F Swap Sides		
Round 4	Room 137	2 Fernando Fernandez	5 E Enter Ballot		
III 📮 Prelim Results	Room 138	8 Peter Patterson	4 Manual Judge Assi	gnments_	
	Room 139	3 Tina Tohler	7 N Create Panel		
iii 🔁 Semi-Finals	Room 140	7 Nita Nidert	1 E Delete Section		
🛞 🛄 Finals	Room 141	3 Violet Victor	2 C Team		
Sweeps Awards Public Forum		1 Charles Cutterville	BYE Mark Dropped Disqualify		
Congress Schools			Novice Experienced		
Judges Rooms			✓ Sweepstakes Entry		
Sweeps Schedule Actions					

• 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.

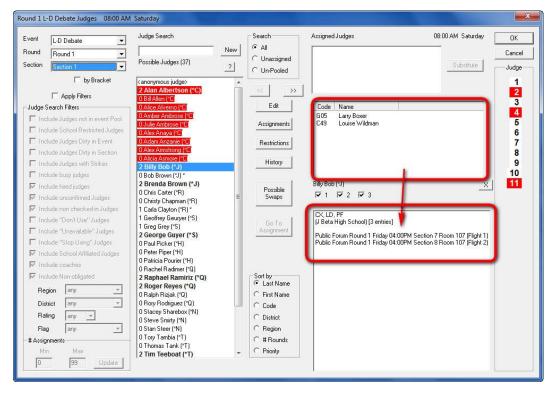
	→ <all times=""> →</all>	S	Set	
Events Ballot Status Ballot Status Ballots Due International Extemp Entries		International E Round 1 4:00pm	xtemp	
Selections Cross Entries Cross Entries Judges Actions Actions Round 1 Round 2 Round 3 Round 4 Awards Domestic Extemp Original Oratory Humorous Interp Dramatic Interp Dunetic Interp Oramatic Interp Dunetic Parameter	Section 1 - Room Judge: Carla Clayton (*R) B01 J01 A11 Ian Eden C10 Anona Dugmore J03 Doris Akers O05 Nora Smith Section 3 - Room R04 Merlin Compton F01 Linzi Briggs C03 Hatty Adams M06 Linda Kranz	<u>R</u> oom Manual Judge Assignments <u>N</u> ew Entry Delete Section	B22 Ozzy P C04 Kimball A15 Eunice	l Barnes Godfried a Benson

• When the Manual Judge Assignment dialog appears, you may make changes to that round.

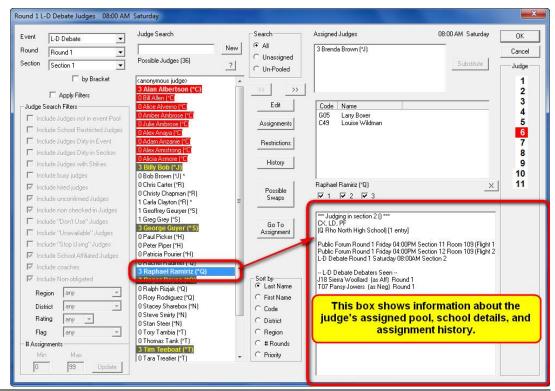
 Note what section of this round you are editing and change sections, if needed. If you come in via the pairing or room, you'll start with the section you right-clicked on; otherwise, the default setting is start with section one.

vent L-D Debate 💌	Judge Search		Search	Assigned Judges	08:00 AM Saturday	OK
ound Round 1	Possible Judges (37)	New ?	 All C Unassigned ⊂ Un-Pooled 		Substitute	Cance Judge
by Bracket Apply Filters Judge Search Filters Include Judges not in event Pool Include School Restricted Judges Include Judges Dirty in Event Include Judges Dirty in Section	kanonymous judge> 2 Alan Albertson (*C) 0 Bil Allen (*C) 0 Alice Alverno (*C) 0 Julie Ambrose (*C) 0 Julie Ambrose (*C) 0 Alex Anays (*C)		Edit Assignments Restrictions	Code Name G05 Lany Boxer C49 Louise Wildman	_	1 2 3 4 5 6 7 8
Include Judges with Strikes Include buxy judges Include hired judges Include hired judges Include unconfirmed Judges Include unconfirmed Judges Include "Don't Use" Judges Include "Unovailable" Judges Include "Stop Using" Judges Include School Affiliated Judges In	2 Billy Bob (*) 0 Bob Brown (*) * 2 Brenda Brown (*) * 0 Chris Cater (*R) 0 Christy Chapman (*R) 1 Catal Catyon (*R) * 1 Geoffrey Geuryer (*S) 1 Greg Grey (*S) 0 Paul Picker (*H) 0 Patricia Pourier (*H) 0 Patricia Pourier (*H)	E	History Possible Swaps Go To Assignment	Billy Bob (1) V 1 V 2 V 3 CX. LD. PF (J Beta High School) [3 entries] Public Forum Round 1 Friday 04:00PM Public Forum Round 1 Friday 04:00PM	X Section 7 Room 107 (Flight 1) Section 8 Room 107 (Flight 2)	9 10 11
Include Non-obligated Region Institut Plating any Flag any #Assignments Min	0 Rachel Radimer (*0) 2 Raphael Ramiriz (*0) 2 Roger Reyes (*0) 0 Ralph Rigiak (*0) 0 Stacey Sharebox (*N) 0 Stare Smirty (*N) 0 Star Steer (*N) 0 Tony Tambia (*T) 0 Thomas Tark (*T) 2 Tim Teeboat (*T)	-	Sott by C Last Name First Name Code District Region C # Rounds Priority			

 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.

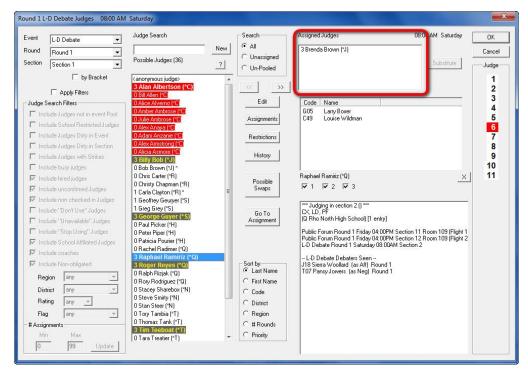


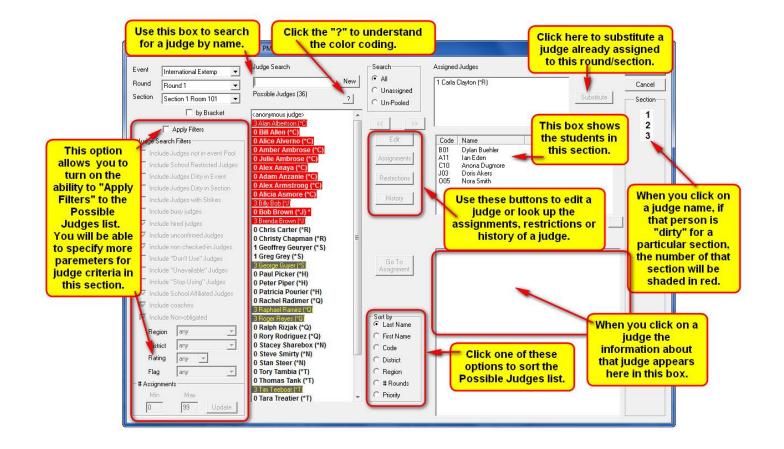
Before the Tournament Guide

Revision: Jan. 2017

 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.





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.

Name	Change Home	Enter
Abbr	C by Code Name Work	Close
School <none< td=""><td>⇒ Cell</td><td>- Restrictions</td></none<>	⇒ Cell	- Restrictions
Region	Pager	-
District	E-mail	
Note ,	,	
Domestic Extemp Original Oratory Humorous Interp Dramatic Interp Duo Interp C-X Debate L-D Debate Public Forum	From 08:00 AM To 03:00 PM # Rounds 0 Obligation Base Priority Ratin	g 🔽
Anv Event	Private Note	
I. OUR EVENT		

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

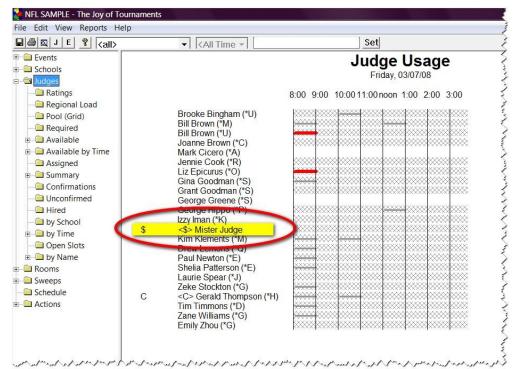
Field	Description
Name	The name of the judge. This is the only required field for defining a judge.
	Each judge must have a unique name. This name will be displayed on
	ballots and postings where judge information is provided. Typically you
	will want to provide full names, as in John Brown, and Julie 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 <i>credit</i> 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	Work phone number of the judge.
Phone	

Field	Description
Cell	Cell phone number of the judge.
Phone	
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 /	Use these three fields to indicate when a judge has indicated they will be
From / To	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	Indicates that the judge may be used for as many rounds as needed. In
Needed	other words, this indicates that there is no maximum number of rounds
Normal /	allowed for the judge. If you have indicated that the judge be used As Needed, this field
Light /	provides an additional level of priority for using the judge. Light indicates
Medium /	that the judge should be used as few times as possible; Heavy means as
Heavy	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
Ū	judge.
Base	Judges are assigned based on a priority system. Judges normally start
Priority	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
0.29 of 47	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, <i>Avoid interp events</i> , <i>Argumentative</i> . 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 <i>Checked In</i> 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 <i>Don't Use</i> . 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.** Rightclick 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.

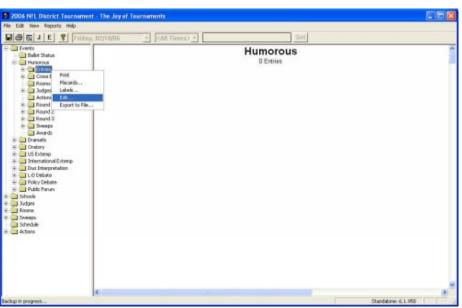
t School			Enter
Code I Name			Close
Coach	Phone		
Addr 1	Fax		
Addr 2	Home Phone		
City	Email		
State Zip	Notes		
Division		E	_
		🗖 Has Arrived	TFA Member
District	<u></u>	Squad Count	
Region	*	Trophy Points	
Additional Coaches	Afr	filiated Judges	
Add	[
Remove			

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 <i>Friona</i> , <i>Friona High</i> <i>School</i> , <i>Texas A&M University</i> , <i>Amarillo High Gold Squad</i> , 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	Coach's home phone number.
Phone	
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	Used to mark a school as arrived. The arrival status may be tracked during
Arrived	registration allowing you to know which schools have/have not checked in.
Squad	Number of competitors from this school. This number is used in the calculation of
Count	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	This option is only available for NSDA District Style tournaments. Record the
Points	trophy points retained from previous district competition in this field.
Additional	A list of additional coaches for the school. Use the Add and Remove buttons to
Coaches	edit the names on this list.
Affiliated	A list of judges that have been coded as affiliated with the school. Used primarily
Judges	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



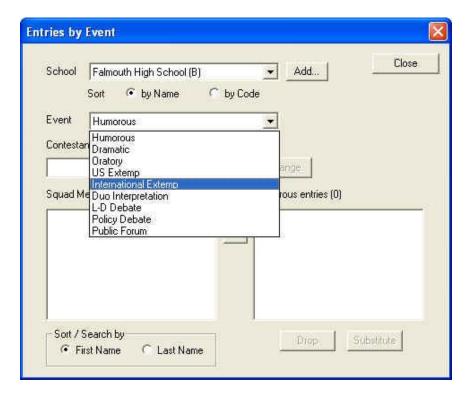
"entries" folder beneath it. Right-click and select Edit from the context menu.

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

internation about	uuun
a school.)	

tries by	Event
School	Add
	Devine High School (A) Eagle Mountain High School (F)
Event Contesta	Falmouth High School (B) Marion High School (E) Rochester High School (D) an Westfield High School (C)
[Name Change
Squad N	1embers (All)
	32
	1 and 1
	Search by Drop Substitute

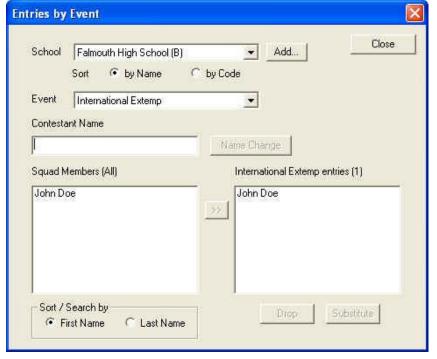
• From the **Event** dropdown menu, select the appropriate event from the list.



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

School	Falmouth High School (B) Sort • by Name •	Add Close Close by Code
Event	International Extemp	×
Contesta	ant Name	
John D	De	Name Change
Squad N	fembers (All)	International Extemp entries (0)

 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 righthand box labeled "International Extemp entries" (or whatever event is selected).



- 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.

ies by	Event	
School	Falmouth High School (B)	Add Close
	Sort 📀 by Name 📿	by Code
Event	Dramatic	
Contesta	ant Name	
		Name Change
Squad M	1embers (All)	Dramatic entries (1)
Alan Bri John D Mark W Shelia S	oe /illiams	John Doe
	Search by	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).