

## Things to do DURING 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 2 of a 3 part series for NSDA District tournaments.

Part 1 covers tasks *BEFORE* the tournament and part 3 covers tasks *AFTER* the tournament. This portion of the document has been written with the assumption that you have followed the steps in the *BEFORE* the Tournament guide.

Use this **CHECKLIST** as a guide for running your tournament:

- \_\_\_\_\_ 1. Enter a ballot.
- \_\_\_\_\_ 2. Advance students.
- \_\_\_\_\_ 3. Monitor cross entries.
- \_\_\_\_\_ 4. Check speaking order.
- \_\_\_\_\_ 5. View/Add selections.
- \_\_\_\_\_ 6. Change sectioning/Change pairings.
- \_\_\_\_\_ 7. "Finish" an event.
- \_\_\_\_\_ 8. Determine the order of finish
- \_\_\_\_\_ 9. View sweepstakes information.
- \_\_\_\_\_ 10. Mark deferred students (**NOTE: DO NOT USE this option to drop a student.** Report drops directly to the NSDA separately.)

***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/](http://www.JoyofTournaments.com/help/).***

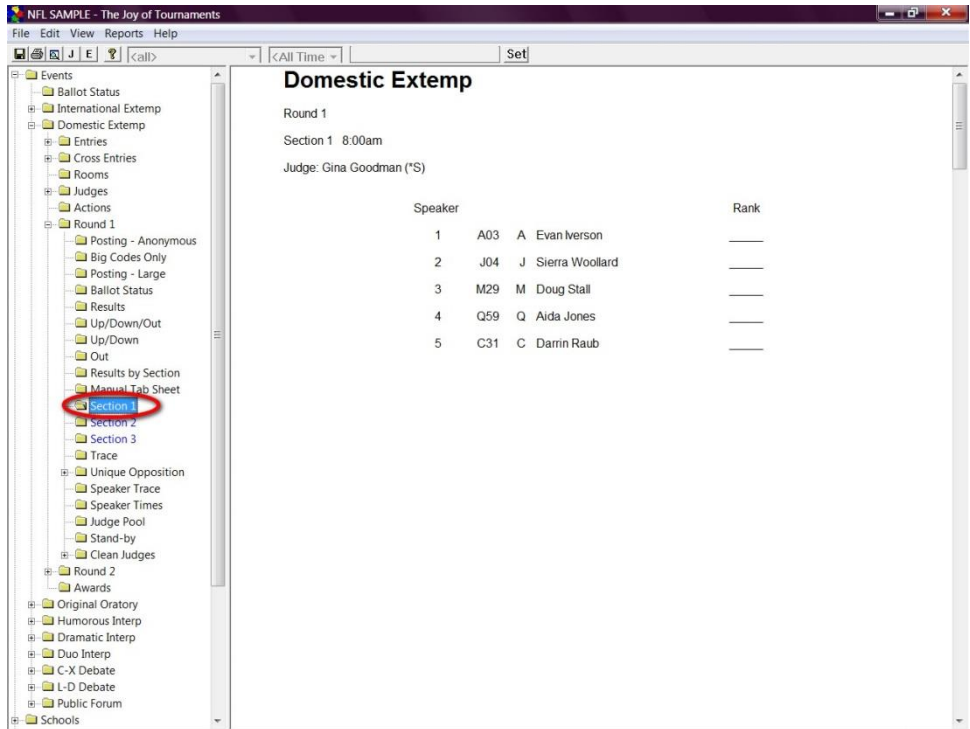
***You may find the "Tab Software Training Notes" document very helpful.***

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

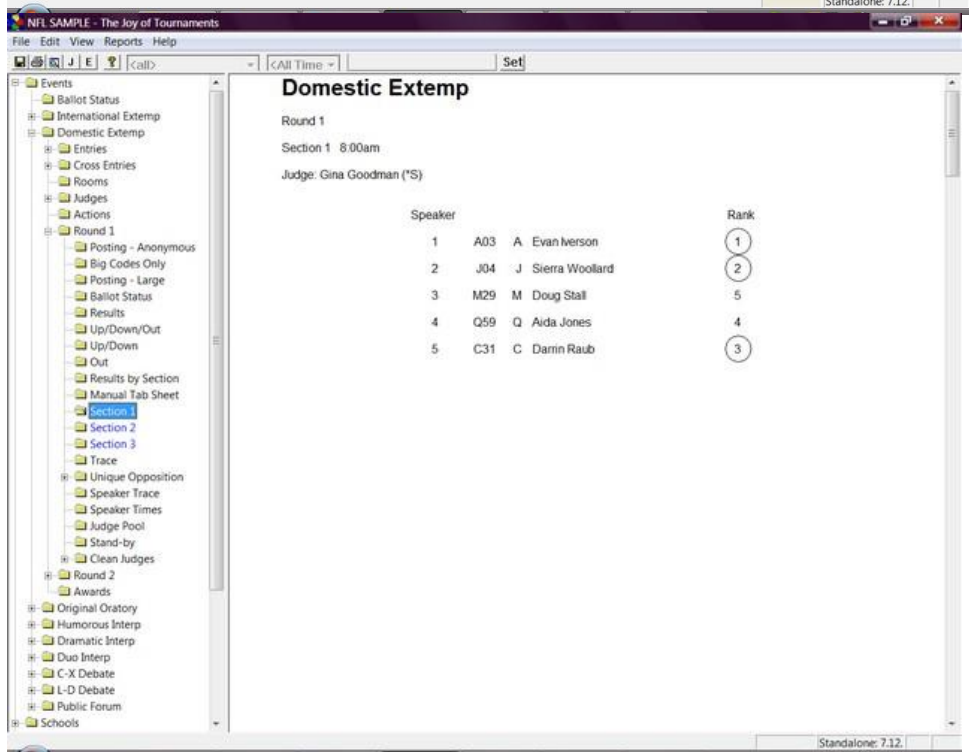
## During the Tournament Process

1. **Enter a ballot.** Double-click on the event and then on the round. Right-click on the section under that round. Then select **Enter Ranks** from the dropdown menu.

- **NOTE:** If there are multiple judges in this section, click on the + sign beside the section, and then right-click on the judge to find the **Enter Ranks** option.



- **For IE -** The cursor will automatically appear in the blank next to the competitor's name. Enter the ranks in this blank. You will automatically advance to the next blank as you enter each rank. When you reach the last student, be sure to push **Enter** to finish. Continue until all ballots have been entered.



- No-shows may be entered as "N" or a zero.

- **For Debate** – A ballot entry box will appear. See the diagram below to understand all of the features available on this box.

The screenshot shows the 'Ballot Entry' dialog box. It features a 'Goto' field with a 'Goto' button, a table of event pairings, and a summary section at the bottom. Annotations in yellow boxes with red arrows point to various parts of the interface:

- Top Left:** 'You can enter a code in this box and hit "Goto" to take you directly to the ballot.' (points to the 'Goto' field)
- Top Center:** 'You may change event, round or flight via this section.' (points to the Event, Round, and Flight dropdowns)
- Top Right:** 'Click on one of the debates on the pairing to enter a ballot.' (points to a row in the table)
- Middle Left:** 'You may set this dialog to sort the ballots a certain way.' (points to the 'Display' radio buttons)
- Bottom Center:** 'This area shows the last ballot entered. This section also indicates the total number of ballots that exist as well as the number of outstanding ballots still to be entered.' (points to the 'Last Ballot' and 'Total/Outstanding Ballots' section)

In	Flt	Room	Aff	Neg	Judge
1		Room 104	P15 Eichmann - Zoucks	J15 Whirlow - Tedrow	Alan Albertson (*C)
2		Room 104	L10 Swabey - Koosier	Q04 Bird - Cram	Alan Albertson (*C)
1		Room 105	B31 Kifer - Tomco	S25 Tennant - Whittier	Tim Teeboat (*T)
2		Room 105	L03 Ewing - Blaine	C39 Raub - Swabey	Tim Teeboat (*T)
1		Room 106	S08 Foster - Friedline	A22 Mariman - Isemann	Roger Reyes (*Q)
2		Room 106	S19 Stoddard - Robert...	G22 Lauffer - Smith	Roger Reyes (*Q)
1		Room 107	A36 Lally - Shafer	I01 Davis - Coward	Billy Bob (*J)
2		Room 107	G20 Knight - Owens	L05 Stroble - Bridger	Billy Bob (*J)
1		Room 108	B25 Kalp - Sandborn	P06 Wilks - Crawford	George Guyer (*S)
2		Room 108	C13 Barnes - Eichard	Q07 Lazzo - Hurst	George Guyer (*S)
1		Room 109	C14 Surrency - Eve	D10 Bailey - Wile	Raphael Ramiriz (*Q)
2		Room 109	G24 Benferd - Stanford	B03 Jones - Dale	Raphael Ramiriz (*Q)
1		Room 110	D01 Campbell - Adams	G07 Vinsant - Brown	Zonda Zenith (*B)
2		Room 110	I07 Fontblanque - Sanf...	P03 Osterwig - Churchill	Zonda Zenith (*B)
1		Room 111	E12 Mauricio - Kepplin...	A18 Hindman - Hallauer	Brenda Brown (*J)
2		Room 111	F02 Briggs - Meyers	S04 Langston - Cough...	Brenda Brown (*J)
1		Room 112	M13 Warner - Wilkerson	C33 Benford - Sanblom	Judge
2		Room 112	R22 Powell - Wheeler	L11 Altman - Moonsho...	Judge

Summary Section:

Last Ballot: [Empty Box]

Total Ballots: 19

Outstanding Ballots: 18

Show all judges on panels

Close

- Double-click on a room or student name. A ballot box similar to these will appear:

**PF – Debate – Team Points**

The screenshot shows a 'Debate Ballot' window for 'Section 7 - Room 107'. The judge is 'Billy Bob'. Two debaters are listed: 'A36 Bobby Lalty' and '101 Jerrod Davis'. Below them are 'Points' input fields, both set to '0.0'. At the bottom, there are radio buttons for 'Affirmative', 'Negative', 'Undecided', 'Affirmative Forfeits', 'Negative Forfeits', 'Double Win', and 'Double Loss'. The 'Undecided' option is selected. There are also buttons for 'OK', 'Cancel', 'Substitute', 'Swap Sides', 'Delete Ballot', and 'Switch Flights'.

**LD - Default**

The screenshot shows a 'Debate Ballot' window for 'Section 3 -'. The judge is 'George Guyer'. Two debaters are listed: 'C11 Eaton, Alex' and 'L07 Gregory, Max'. Below them are 'Points' input fields, both set to '0.0'. At the bottom, there are radio buttons for 'Affirmative', 'Negative', 'Undecided', 'Affirmative Forfeits', 'Negative Forfeits', 'Double Win', and 'Double Loss'. The 'Undecided' option is selected. There are also buttons for 'OK', 'Cancel', 'Substitute', 'Swap Sides', 'Delete Ballot', and 'Switch Flights'.

• **CX - Debate Ballot – (Default)**

The screenshot shows a 'Debate Ballot' window for 'Section 5 - Room 106'. The judge is 'Roger Reyes'. Two debaters are listed: 'S08 Justine Foster' and 'A22 Kerena Marrison'. Below them are 'Rank' and 'Points' input fields. For Justine Foster, Rank is '0' and Points is '0.0'. For Kerena Marrison, Rank is '0' and Points is '0.0'. At the bottom, there are radio buttons for 'Affirmative', 'Negative', 'Undecided', 'Affirmative Forfeits', 'Negative Forfeits', 'Double Win', and 'Double Loss'. The 'Undecided' option is selected. There are also buttons for 'OK', 'Cancel', 'Substitute', 'Swap Sides', 'Delete Ballot', 'Switch Flights', and 'Auto Rank'.

**NOTE:** If for some reason the ballot doesn't seem correct for your needs, you may change the style. To do this, right-click on the event-> **Properties-> Misc.-> Ballot Style**. Here are the recommended settings for ballot styles.

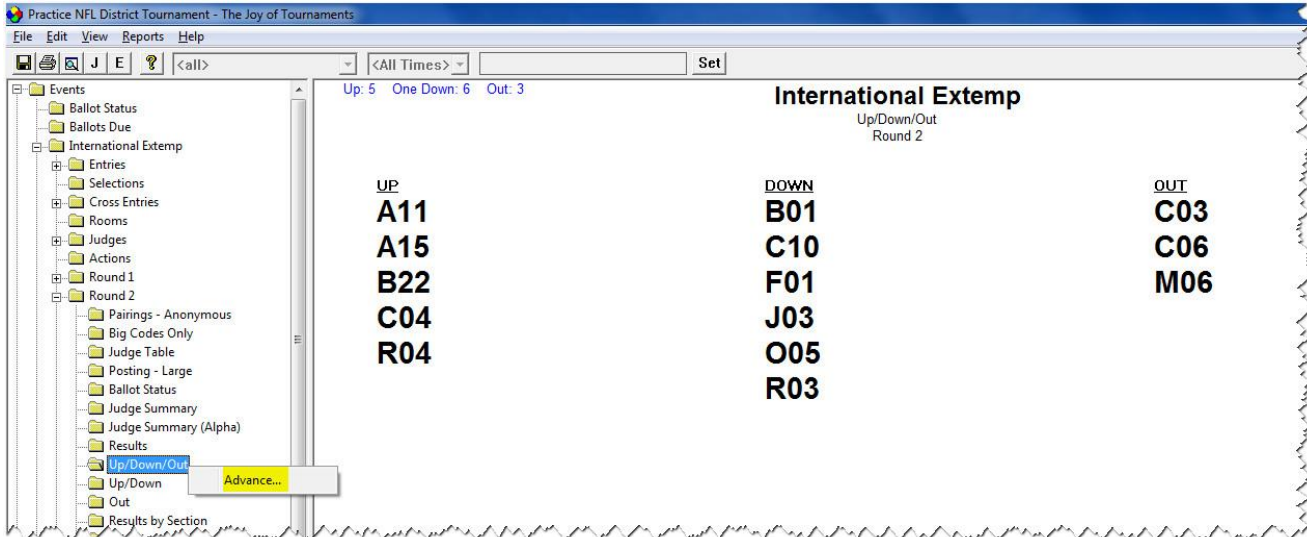
✓ For **Public Forum** select **Debate – Team Points**.

✓ For **Lincoln-Douglas** and **CX Debate** select **Default** from the drop down menu.

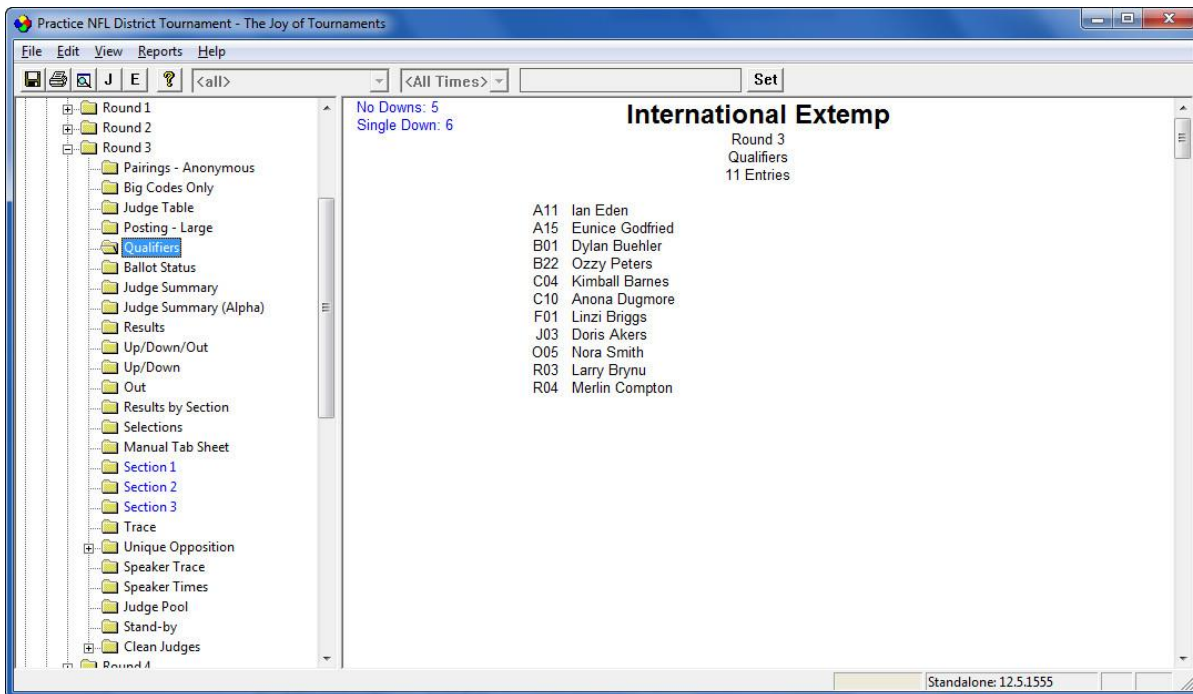
- **NOTE** - For printing debate ballots, open the **Event** folder on the left and then right-click on the round folder. Select **Debate Ballots**. You may add notes (e.g., the topic) in the **Message** box.

2. Advance the Students.

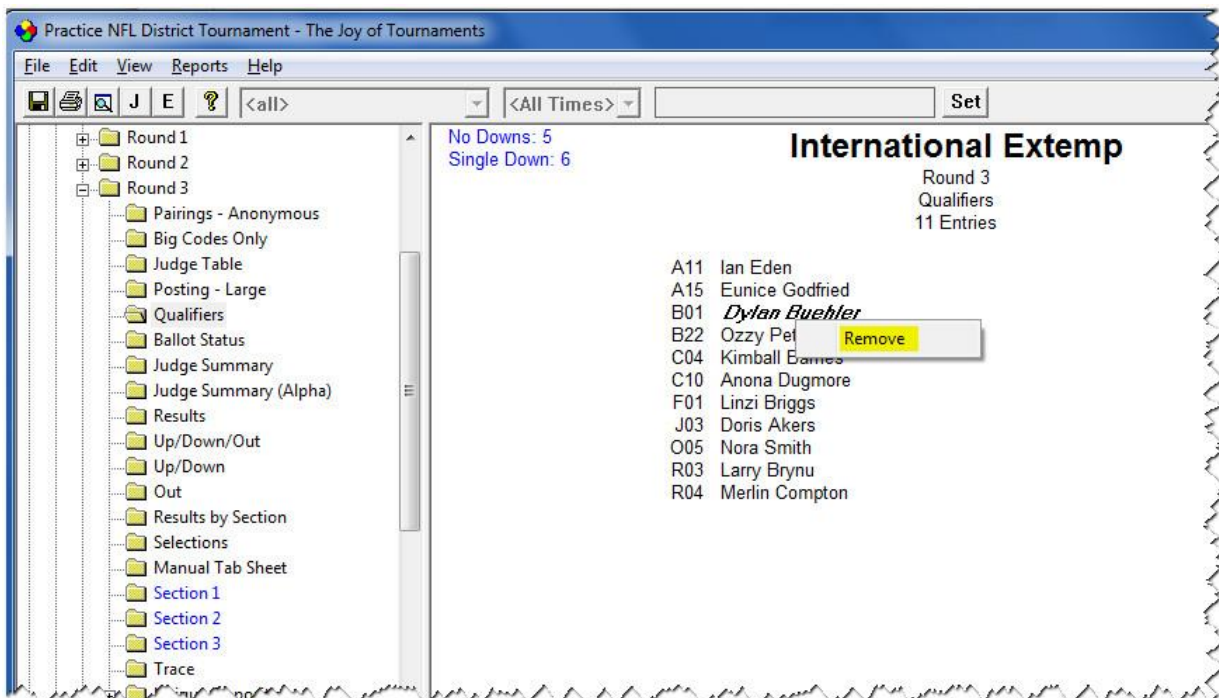
- A. Advancing students using the **UP/DOWN METHOD** (for both debate and IE events) - After round 2 ballots have been entered, open the **Round 2** folder, right-click on the **Up/Down/Out** folder and select **Advance**. All competitors will move to the next round.



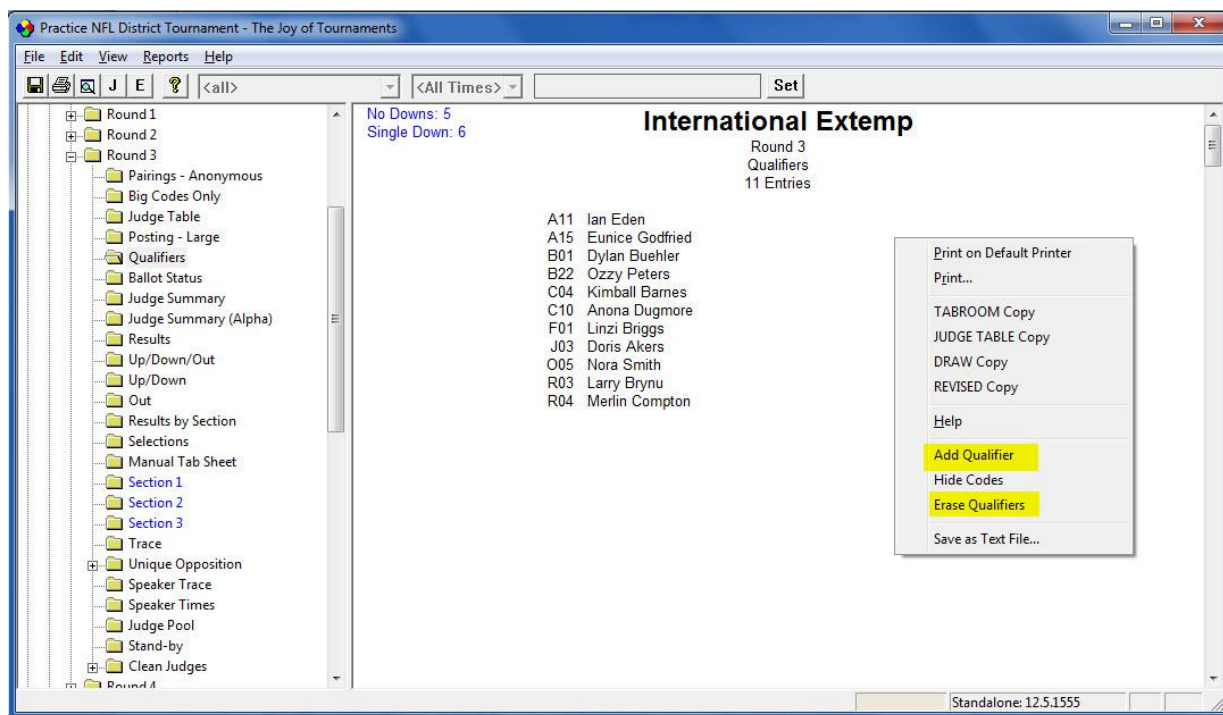
- To view the next round's qualifiers, open the next round and click on the **Qualifiers** folder. The list of qualifiers will appear on the right.



- NOTE:** If you need to edit the qualifier list, you may remove a competitor by right-clicking OVER a competitor's name in the right-hand window and select **Remove**.



- To add a qualifier or erase qualifiers, right-click OVER any “white-space” area and select either **Add Qualifier** and **Erase Qualifiers**.



- Once you have determined that the qualifiers list is correct, right-click on the next round and select **Create Sectioning/Pair**. Continue these steps all the way through Finals.

CA NFL District Tournament - The Joy of Tournaments

File Edit View Reports Help

<all> <All Times> Set

Events

- Ballot Status
- Ballots Due
- International Extemp
  - Entries
  - Cross Entries
  - Rooms
  - Judges
  - Actions
  - Round 1
  - Round 2
  - Round 3
  - Prelim Results
    - Anonymous
    - Original
  - Semi-Finals
  - Finals
  - Awards
  - Order of Finish
- Domestic Extemp
- Original Oratory
- Humorous Interp
- Dramatic Interp
- Duo Interp
- C-X Debate
- L-D Debate
- Public Forum
- Solo Humorous
- Scene Design
- Schools
- Judges
- Rooms
- Sweeps
- Schedule
- Actions
- Network

**International Extemp**  
Preliminary Results  
14 Total entries / 14 Eligible

				Paper Ranks	Paper Reciprocals	Total Ranks	
1	R01 Larry Brynu	2	1	2	5	2.00	13
2	A07 Ian Eden	32	12	41	6	1.83	17
3	B16 Ozzy Peters	1	2	3	41	71	61
4	A10 Eunice Godfried	2	1	4	7	1.75	17
5	M03 Linda Kranz						70
6	C01 Hatty Adams						70
7	C02 Kimball Barnes						25
8	C07 Anona Dugmore	3	5	1	9	1.53	19
9	C04 Amanda Benson	33	75	12	1	4	5
10	F01 Linzi Briggs	21	62	46	2	5	4
11	R02 Merlin Compton	2	5	4	41	57	62
12	B01 Dylan Buehler	3	5	5	13	0.73	25
13	O03 Nora Smith	24	46	77	5	3	5
14	J01 Doris Akers	55	43	36	5	4	5
		53	26	54	4	5	5
		4	5	5	14	0.65	24
		44	67	77	14	0.65	28

Set Breakpoint

Break 12 to Semi-Finals

Yes No

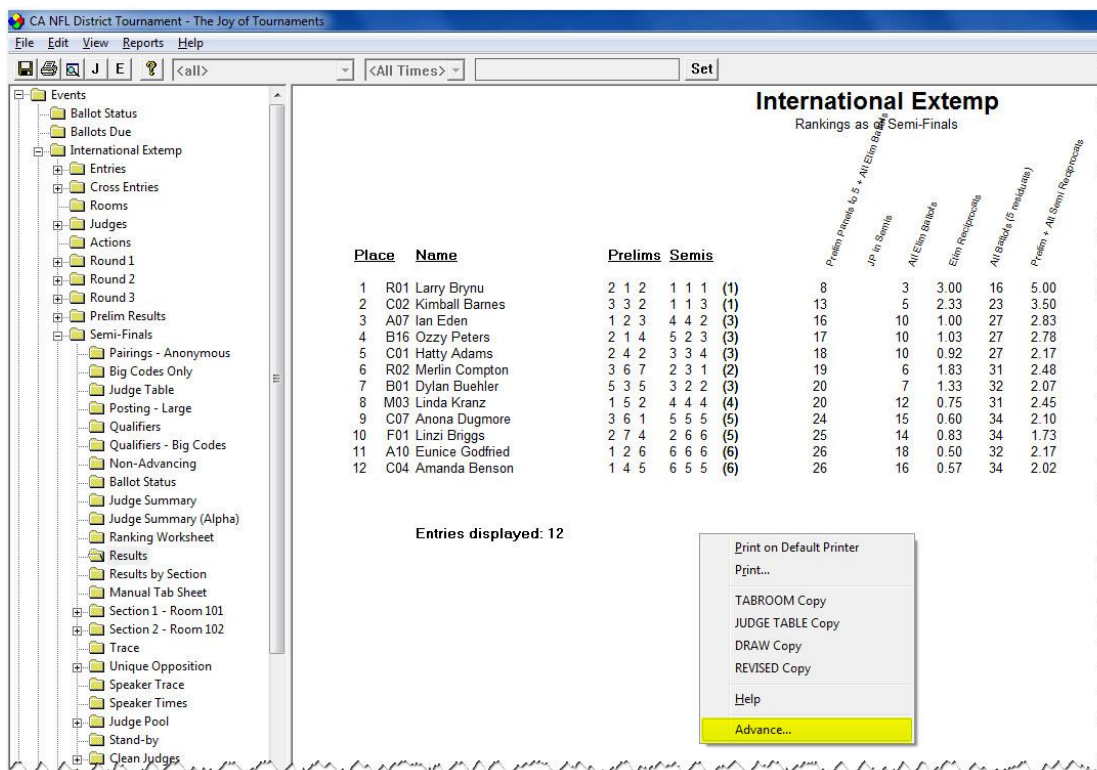
**B. Advancing students from PRELIMS to SEMIS using the CALIFORNIA PLAN (for IE).  
NOTE: Debate uses the Up/Down Method (see above for instructions).**

- After all ballots have been entered for all preliminary rounds, click on the **Prelim Results** folder located under the last prelim round. On the right you will see the list of all students as they currently stand in order. Move the mouse to point the cursor under the last qualifier and double-click. A **Set Breakpoint** box will appear to verify the number you are advancing to the next round. Click **OK**.
- Section the round as outline in the above directions. When you see the **Section** box appear, you'll have a new choice for Semi-Finals. It is recommended you choose the **Balance Power** option.

The **Balance Power** option will snake the competitors between rooms, but then adjusts for schools that may be unbalanced.

The **Snake** option will snake the speakers between the two rooms but will NOT adjust for the schools that may be out of balance. Should you need to balance the schools, you may adjust the competitors by dragging and dropping them across the screen.





- Advancing students from SEMIS to FINALS using the CALIFORNIA PLAN - Click on the Results folder under the Semi-Finals folder. On the right side you'll see the rankings as of semi-finals with all the tie-breakers outlined above each column. Right-click anywhere over the rankings list and select Advance from the bottom of the menu.
- To view the final round qualifiers, click on the final round folder and click on Qualifiers. To section the round, right-click on Finals and select Create Sectioning/Pair.

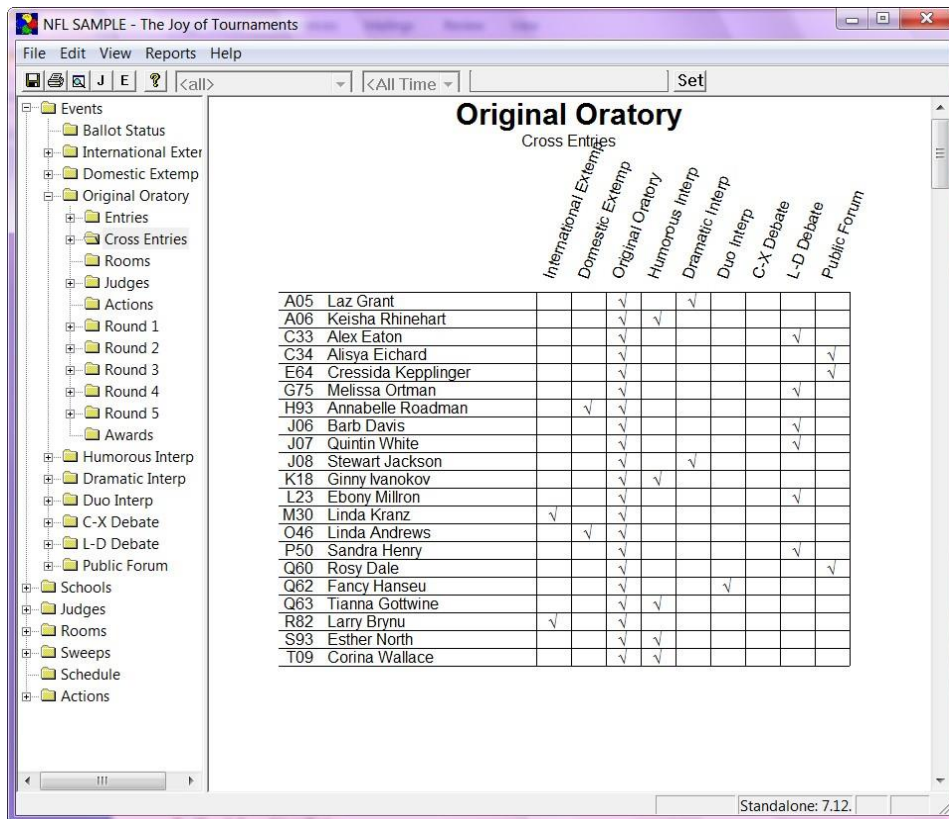
**NOTE:** If you haven't created your next round, you need to do this first. (Refer to the "Before Tournament" instructions.)

### 3. Monitor cross entries.

- NSDA has recommended rules for competitors who are double-entered. The software is quite resourceful in figuring the best options; however, since every tournament is unique, you may wish to view this information and edit based on your own tournament constraints.

**A. View cross entries by event.**

To view which students are cross- entered in a particular event, double click on the event. Click on **Cross Entries**. On the right a grid will appear. All the students listed in this event will appear on the left. All the events are listed across the top of the chart. A check mark beside the student's name indicates participation in that event.



**B. View cross entries for the whole tournament** - To view a list of students for the whole tournament that are cross entered, double click on **Schools** and then on **Cross Entries**. A grid will appear on the right. Every student's name will be listed on the left. All the events are listed across the top of the chart. A check mark beside the student's name will indicate where they will compete. The number on the far right shows the number of events for this student.

	International Ex	Domestic Exte	Original Oratory	Humorous Inte	Dramatic Interp	Duo Interp	C-X Debate	L-D Debate	Public Forum	Total
I Darren Adams									A	1
C Hatty Adams										1
J Doris Akers										1
G Maggie Albertson								√		1
D Nolene Altman									A	1
J Brent Anderson			√							1
O Linda Andrews			√	√						2
L Seamour Armstrong						A				1
E Suzanna Atkinson							A			1
I Errol Bailey									B	1
C Kimball Barnes		√							A	2
G Rebecca Benferd									A	1
C Felicity Benford			√						B	2
C Amanda Benson		√					A			2
N Michalya Bird									A	1
D Elisa Blaine									B	1
A Freddy Bloise					√					1
A Kellie Bollinger						A				1
G Larry Boxer			√					√		2
D Laurie Bridger									C	1
U Linzi Briggs		√							A	2
A Tiara Briggs							A			1
L Edwin Brooks						B				1
A Nora Brooks				√						1
G Sterling Brown									B	1
R Larry Brynu		√	√							2
Q Dylan Buehler		√								1
E Rosaline Burch							√			1
C Gená Byers							B			1
H Jim Byers		√								1
Q Skye Cable					√					1
I Elijah Campbell									A	1
I Maureen Cason						B				1

**C. Comparing cross entries to another event.** While sectioning a round, you may wish to know which students are registered for another event that may be happening at the same time or may have a conflict for some other reason.

**International Extemp**  
Round 3  
12:00am

Section 1 - Room 1  
Judge: Bill Brown (M)

Q58 Dylan Buehler  
U17 Linzi Briggs  
C27 Amanda Benson  
R81 Larry Brynu  
J03 Doris Akers  
C28 Kimball Barnes

Section 2 - Room 2  
Judge: George Hippo (P)

M28 Linda Kranz  
C29 Anona Dugmore  
O44 Nora Smith  
Q57 Ozzy Peters  
C30 Hatty Adams

To do this, click on the round and view the pairing on the right. Click on the **Set** button at the top of the screen.

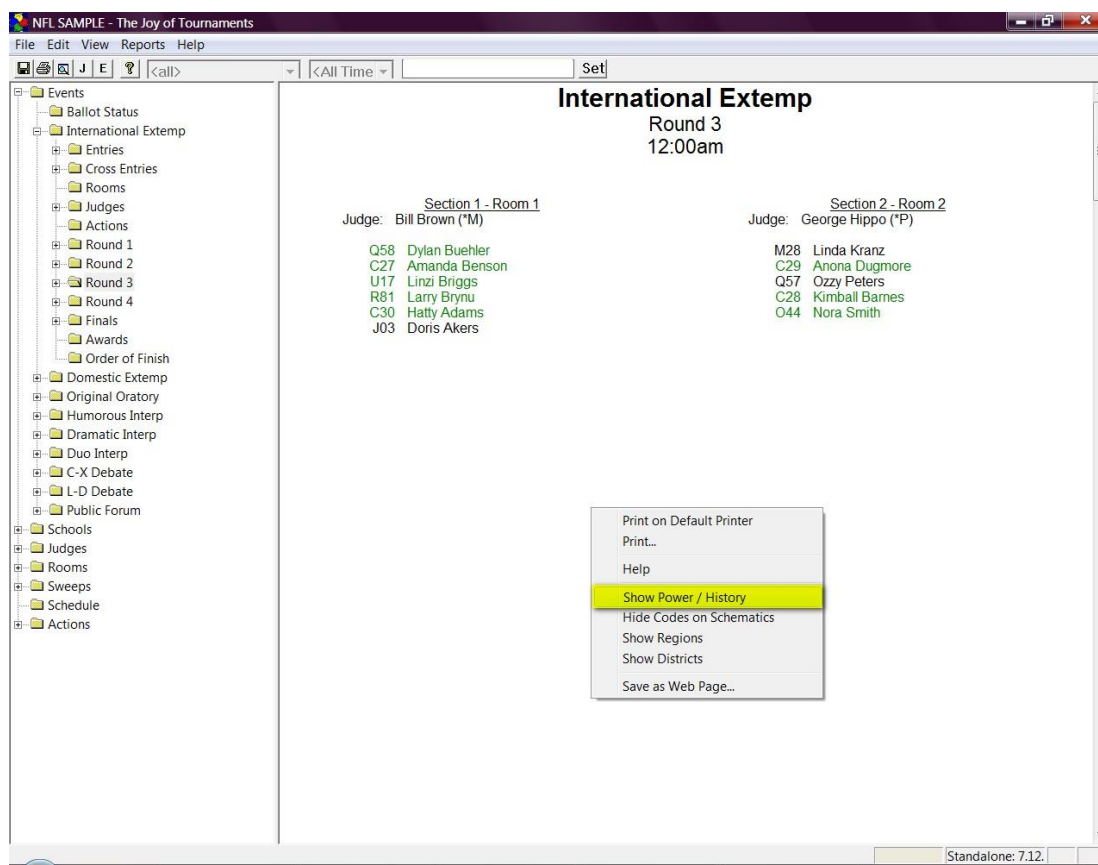
- When the **Event Filter** box comes up, select the event you wish compare. In this example, International Extemp is ready to draw, but Original Oratory is already in the round. In order to see who is double-entered in these two events, you would choose Original Oratory from the Event Filter box.

When you look at the pairing again, you will see the competitors that are registered for Original Oratory are highlighted in yellow. **NOTE:** If a student is marked gray it means they were in the event but they have been eliminated. You may also pick multiple events; however, it may be difficult to determine which event the student is cross entered in because all cross entered students appear in yellow.



#### 4. Check speaking order.

- NSDA has set and recommended rules for the order in which competitors must speak. The software is quite resourceful in figuring the best options; however, since every tournament is unique, you may wish to view this information and edit based on your own tournament constraints.
- **View the history for a room of competitors.** Go to the round and then right-click on the right side (anywhere over white space). Choose **Show Power / History** from the dropdown menu.



- The screen will change and display many numbers in and around the student's names. This screenshot shows only one section of the posting and explains the **history of** each of the competitors in that section. On this screen you will be able to see:
  - ✓ the speaking position in prior rounds (as well as current round),
  - ✓ the ranks from previous rounds (along with the cume),
  - ✓ the cross entry status of a student
  - ✓ any repeated speaking positions
  - ✓ the cume of all prior speaking positions,
  - ✓ the cume of the ranks from the previous rounds,
  - ✓ The section information for prior rounds.
- See the detailed diagram below for a visual explanation.

**al Extemp**

d 3  
am

**This # shows the speaking position in the prior rounds and in the current round.**

**These #'s are the ranks from the previous rounds.**

Section 2 - Room 2  
**Power: 31 (26), Avg: 5.20**  
Judge: George Hippo (\*P)

**If the #'s are red, there is a repeated speaking position.**

**This # is the cume of the prior speaking positions.**

**This # is the cume of the ranks from the previous rounds.**

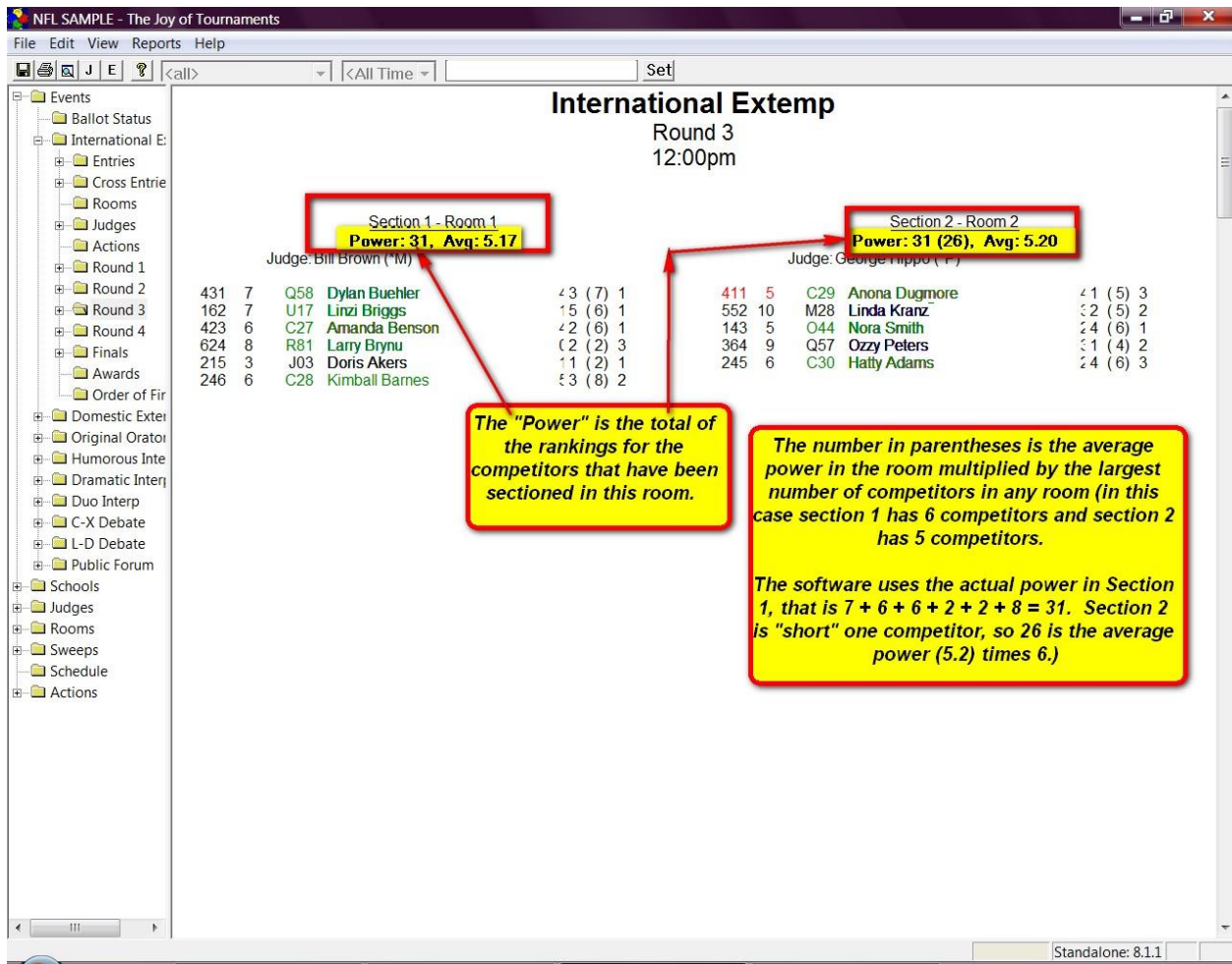
**The 'xe' shows this student is cross entered.**

**If the student name appears in green they have one "down" already.**

**This # shows which section this speaker spoke in during the prior round.**

411	5	C29	Anona Dugmore	21	(5)	3
552	10	M28	Linda Kranz	22	(5)	2
143	5	O44	Nora Smith	24	(6)	1
364	9	Q57	Ozzy Peters	21	(4)	2
245	6	C30	Hatty Adams	24	(6)	3

- **View the power of a room of competitors (IE).** Sometimes it is beneficial to view the strength or “power” of the makeup of a room. Beginning in round 3, power should be distributed equivalently between the various rooms.
- Double-click on round 3, then right-click on the right side (anywhere there is no writing). A dropdown menu will appear and you will choose **Show Power / History**. This screenshot will compare and explain the **power of the room**.



- **View the power detail of the competitors (Debate).** The power detail report in debate will show you the competitors along with their records. You may visually inspect the pairings to make sure that the undefeateds are meeting and the once-defeateds are meeting.
- Double-click on the round then click on **Power Detail**. This option lists the competitors for this round. The **Win/Loss Aff Neg** columns show the record so far, and the **Ballots Aff/Neg** shows the number of ballots won so far. The **History** columns shows the list of competitors that the teams have already met.

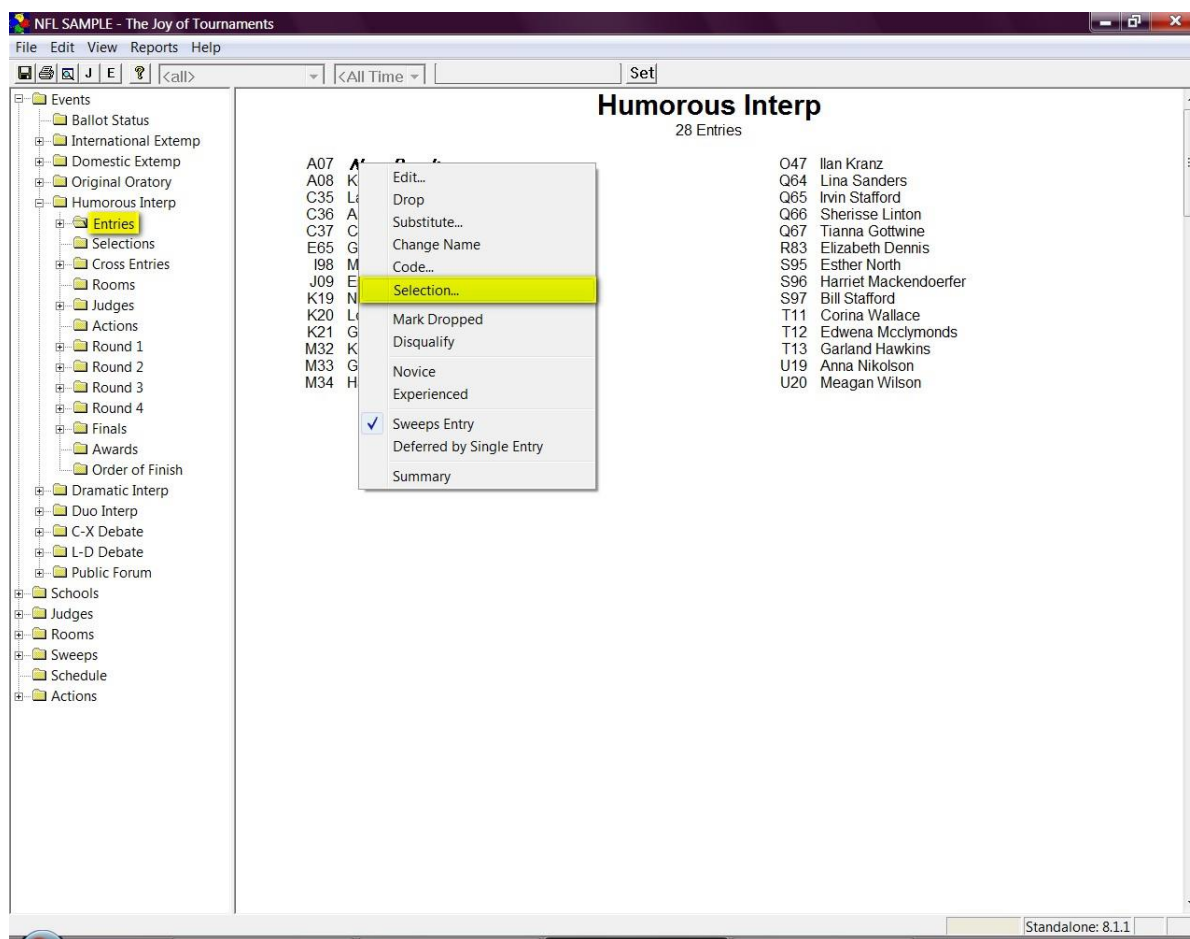
The screenshot shows the 'NFL SAMPLE - The Joy of Tournaments' application. The left sidebar contains a tree view of events, with 'Power Detail' selected under 'L-D Debate'. The main window displays a table titled 'Power Detail' for 'L-D Debate Round 4'.

Side	W/L		Ballots		Aff	Neg	School Code		History		History	
	Aff	Neg	Aff	Neg			Aff	Neg	Aff	Neg	Aff	Neg
AN	3-0	3-0	3-0	3-0	P52	J16	P	J	22	23	5	9 19 10
AN	2-1	* 3-0	2-1	3-0	J15	E68	J	E	7	18	14	24 21 11
AA*	2-1	2-1	2-1	2-1	S04	C52	S	C	14	12	13	10 7 15
AN	2-1	2-1	2-1	2-1	G83	R89	G	R	1	14	18	6 4 16
AN	2-1	2-1	2-1	2-1	L26	J14	L	J	4	22	1	23 24 2
AN	2-1	2-1	2-1	2-1	L27	D58	L	D	21	20	3	16 8 17

## 5. View/Add selections.

- A. **View the selection titles.** If the **Track Selections** option is turned on (see the **Before the Tournament** section) a folder will show up under the event that will allow you to view the selections. Click on **Selections** under the Event and you will see the selections for this event appear on the right.
- B. **Sort the selection titles.** If you wish to sort the selections (perhaps to find duplicates), you may do so by clicking on **Selections** and then right-clicking on the page on the right where the selections are listed. From the dropdown menu you will select the option you need for your sort. The selection list will change to reflect your requested sort.





**NOTE:** If you are sorting to search for duplicate titles, please know that the titles must “exactly” match for the software to “know” that there are duplicates. Technically speaking, the only titles that are “necessary” inside the tab software are the duplicate titles. If one title is “Midsummer Night’s Dream” and another is “A Midsummer Night’s Dream”, they don’t match. Exact matching and exact spelling are critical. It isn’t critical to the software that the exact name of the selection is entered – just that duplicate selections are identical. For example, you might have a student listed with “Man in the Moon Marigolds” as the title. Another student may list “The Effect of Gamma Rays on Man in the moon Marigolds”. These two selections would not be recognized by the software as ‘duplicates’. To fix this, you could list both selections as “Marigolds” just to make things easy. The full name of the title is not critical to the software. As long as the titles are identical, the software will detect the duplication.

- C. **Add a selection title.** If there were no selections entered or you wish to edit the selection, you may do so by clicking on the **Entries** option under the event. Next, right-click on one of the competitor names on the right side and from the dropdown menu choose **Selection**.

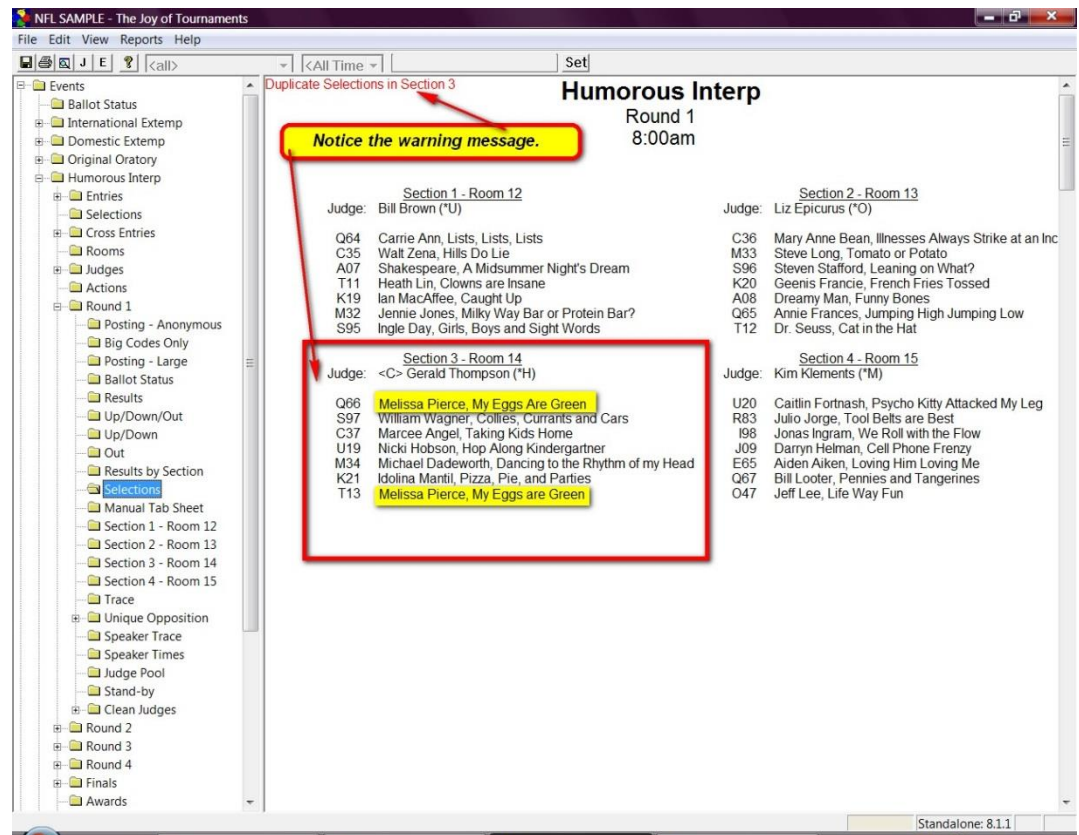
- When the **Selection** box appears, enter the author, title, and source. You may also edit a previously entered selection.



You

**D. Check for duplicate selection titles.**

Once the selections have been entered appropriately, it is easy to check for duplicate titles that may be competing in the same room. To view a schematic with the selection titles, double-click on the **Round** and then click on **Selections**

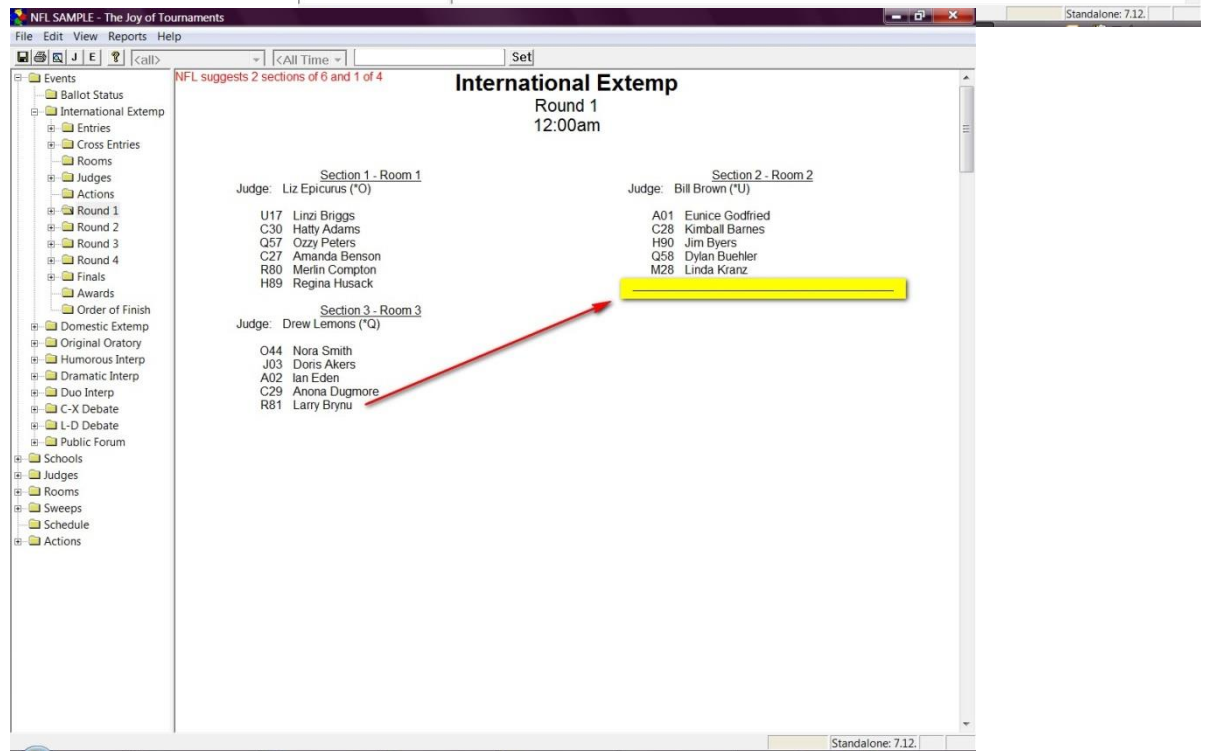
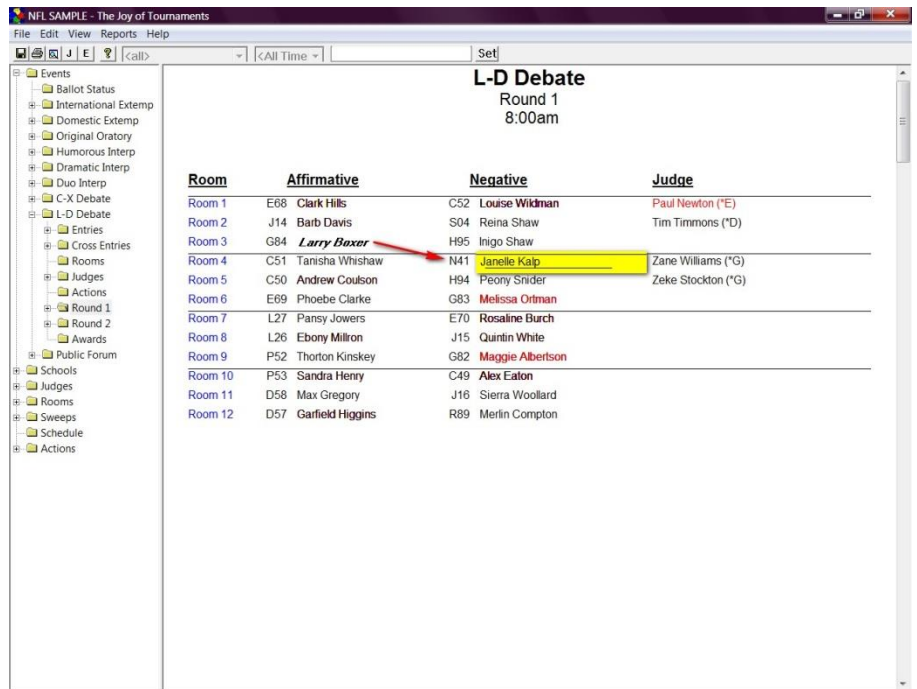


option under the round. On the right you will see the schematic appear, but instead of listing the names of the competitors, the name of the author and title of the selection will be listed.

- NOTE:** If there are any duplicates a warning message will appear at the top of the screen (see the above screenshot).

### 6. Change sectioning/Change pairings.

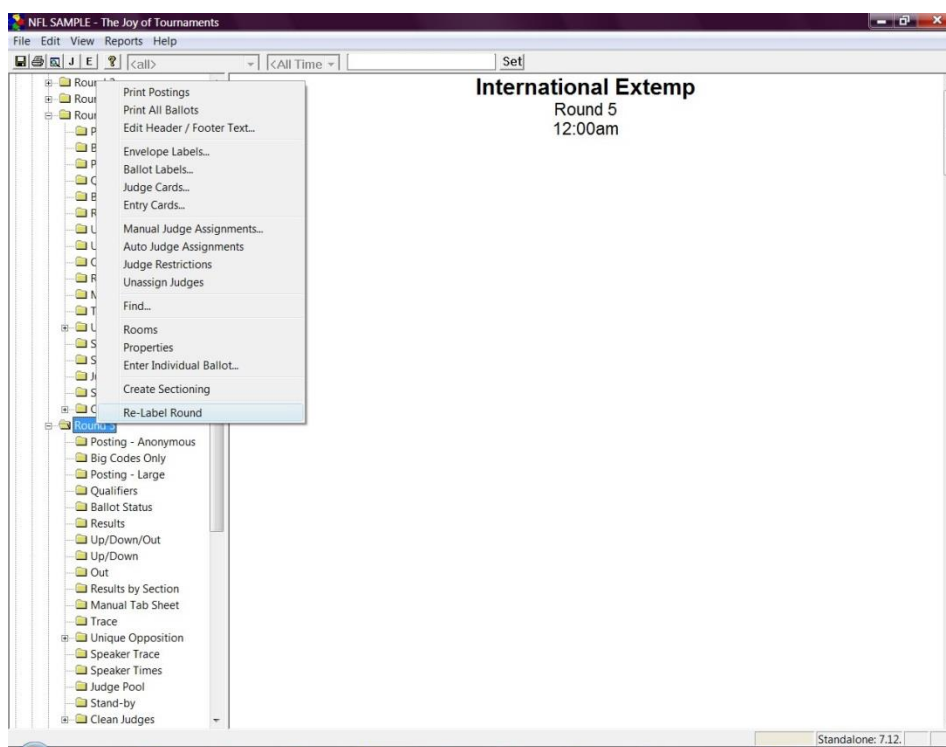
- Double-click on the round on the navigation tree. You will see the posting appear on the right. To move a competitor, you will move the mouse over the name and you will see a line appear under the contestant name.
- Hold down the mouse button to select it, then drag it to the position where you wish for the competitor to move. **NOTE:** You will only see the line move. Once



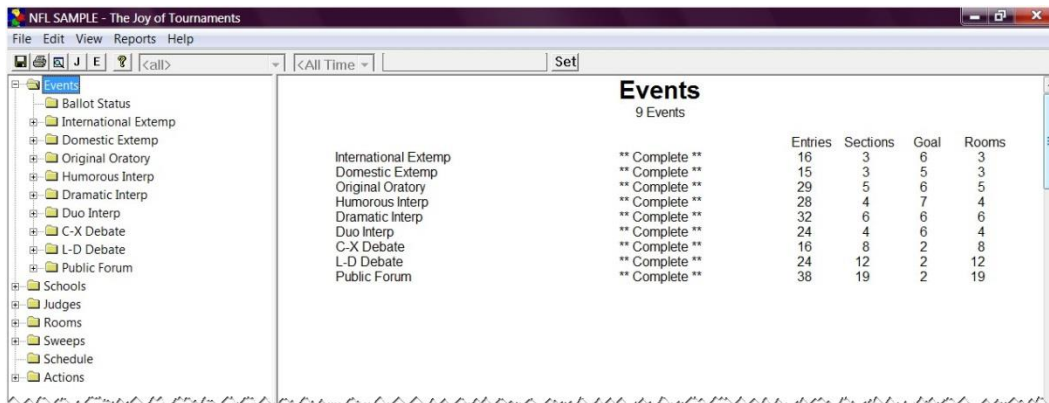
you release the mouse button, the name will appear in the space where you wanted to put the name.

## 7. “Finish” an event.

- After you are finished entering the ballots, you will need to mark the event “finished”. This process enables the software to figure out the final information needed for rankings and further reports. **NOTE:** In *some limited* instances the computer will automatically do this for you; however, you will need to know this process in order to receive the correct reports and standings at the end of the tournament.
- To do this, **make sure the last round has been re-labeled and is called “finals”**. To do this you will right-click on the last round and click on **Re-label Round**. Select the appropriate round from the drop-down menu and click **OK**. The computer will ask if you are sure you wish to re-label this round. Click **Yes**.

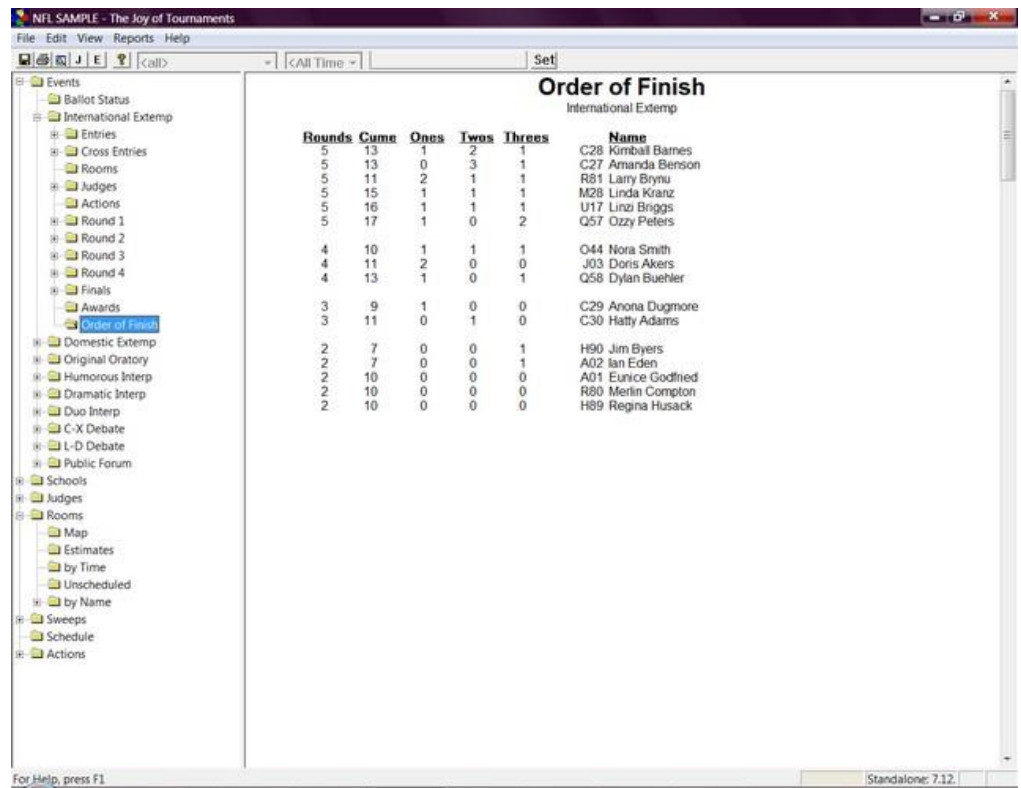


- Right-click on the event. From the drop-down menu choose **Complete**. You will know the events are all marked complete when you click on **Events** and the screen on the right shows all events with a **\*\*COMPLETE\*\*** next to it.



**8. Determine the order of finish.**

- Once you have marked the event complete, you will be able view the order in which all competitors finished the tournament. To do this, double click on the event to open the navigation tree. At the bottom of the tree for that event, click on the **Order of Finish** option. A list will appear on the right with the statistics for the event. This screen will tell you how many rounds each competitor participated in, the cume of their rank, and how many ones,



twos, and threes they received.

## 9. View sweepstakes information.

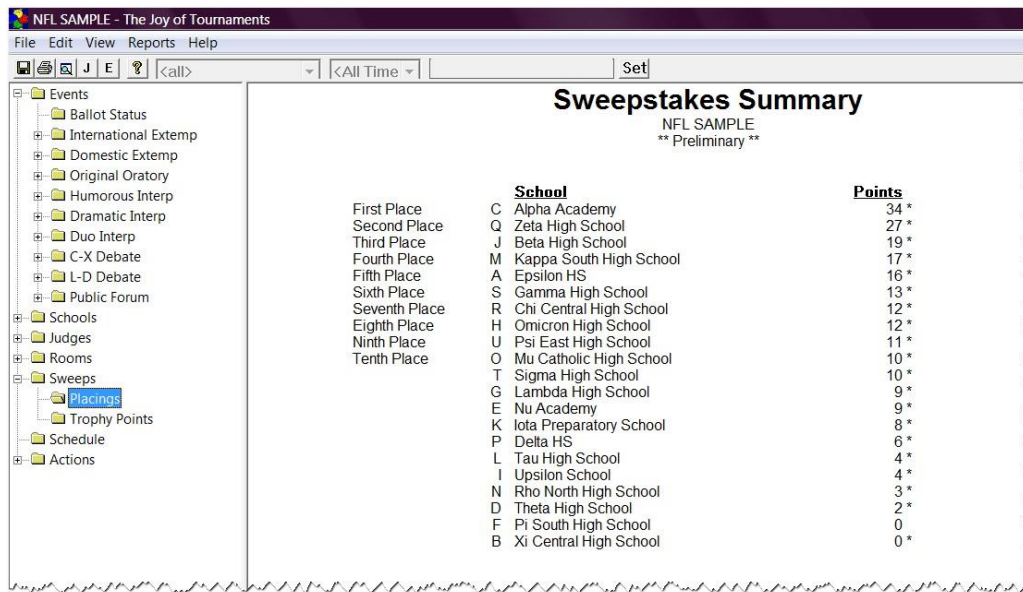
At the end of the tournament you may wish to view the points that will be awarded by NSDA.

- A. View Overall Sweepstakes Summary.** Double-click on the **Sweeps** folder to open the navigation tree. A list will appear on the right that will list how many points each school may be awarded. This view is without the rankings.

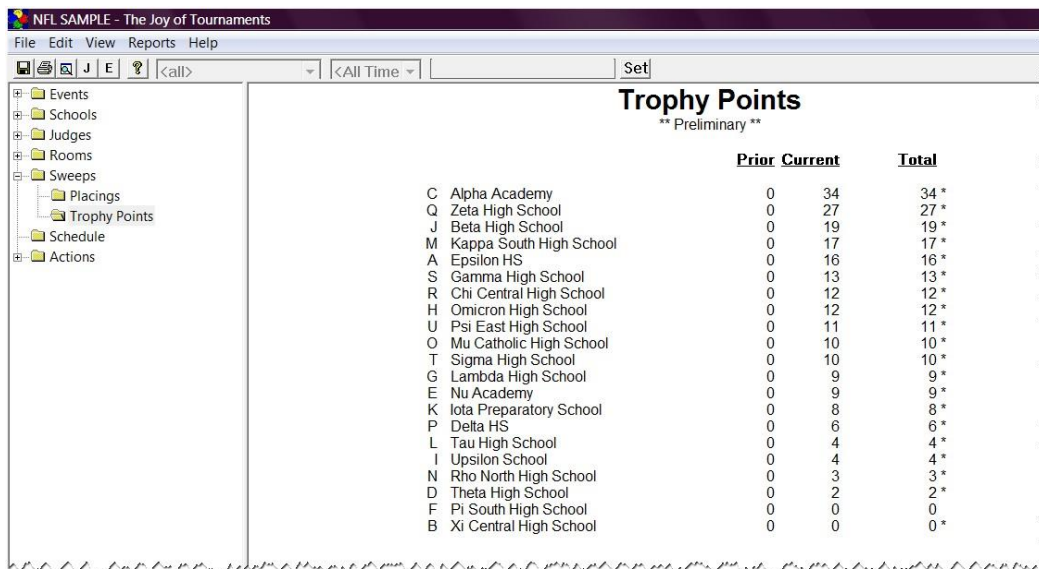
The screenshot shows the 'NFL SAMPLE - The Joy of Tournaments' application. The left sidebar contains a navigation tree with the following folders: Events, Ballot Status, International Extemp, Domestic Extemp, Original Oratory, Humorous Interp, Dramatic Interp, Duo Interp, C-X Debate, L-D Debate, Public Forum, Schools, Judges, Rooms, Sweeps (selected), Placings, Trophy Points, Schedule, and Actions. The main window displays the 'Sweepstakes Summary' for 'NFL SAMPLE' with the note '\*\* Preliminary \*\*'. The summary table is as follows:

School	Points
C Alpha Academy	34 *
J Beta High School	19 *
R Chi Central High School	12 *
P Delta HS	6 *
A Epsilon HS	16 *
S Gamma High School	13 *
K Iota Preparatory School	8 *
M Kappa South High School	17 *
G Lambda High School	9 *
O Mu Catholic High School	10 *
E Nu Academy	9 *
H Omicron High School	12 *
F Pi South High School	0
U Psi East High School	11 *
N Rho North High School	3 *
T Sigma High School	10 *
L Tau High School	4 *
D Theta High School	2 *
I Upsilon School	4 *
B Xi Central High School	0 *
Q Zeta High School	27 *

- B. View Placings** – When you click on the **Placings** folder underneath the **Sweeps** folder, you will see the rankings of the schools.



**C. View Trophy Points** – To view a list of the schools prior points, current points and the total of the trophy points, you will click on the **Trophy Points** folder. The prior information should import from the registration website. If it does not, you may hand-enter the trophy points (see the school info above in the ‘before’ tournament section).



**10. Mark deferred students.**

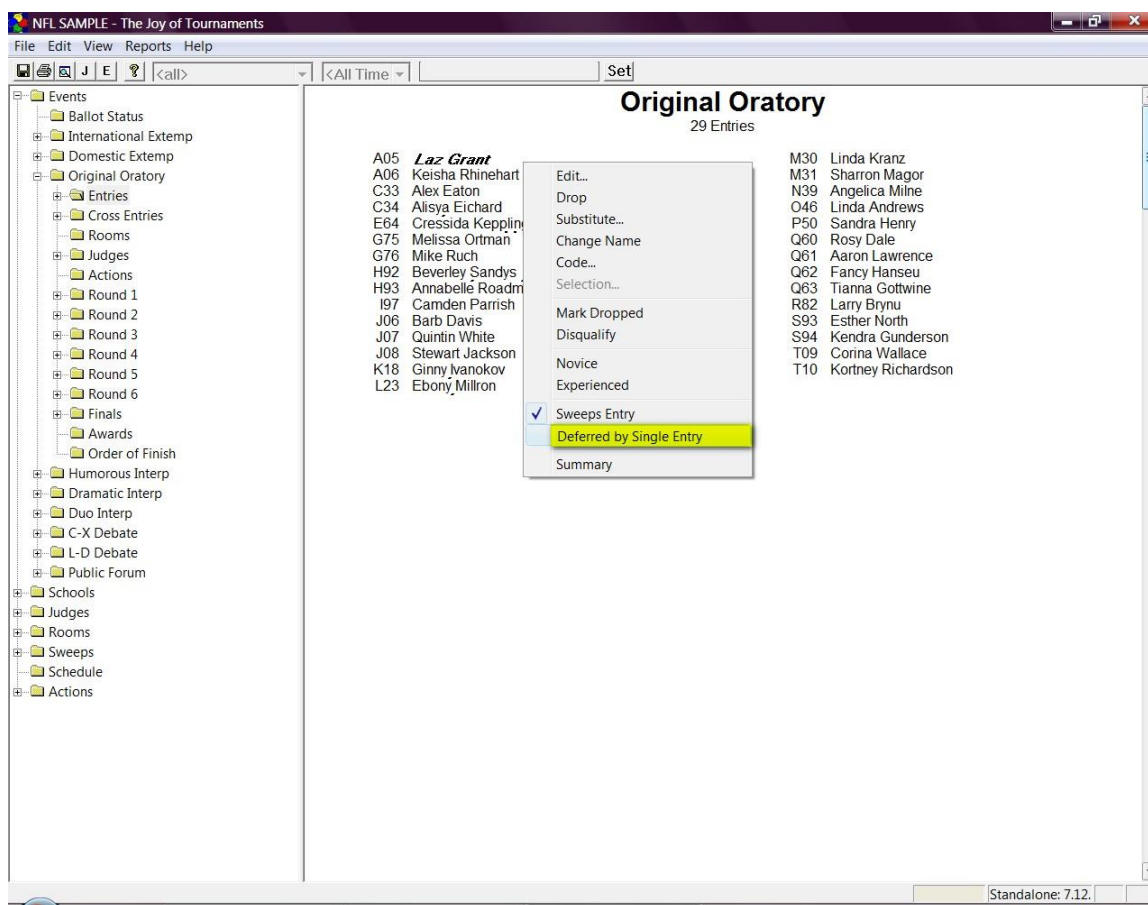
When a student double-qualifies for nationals, refer to the “Single Entry Letter of Intent” form. This

form will clarify which event the student chose for competition at NSDA Nationals. Next, you'll need to tell the software which event the student WILL attend at Nationals.

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

- To do this, you will open the event in where they have chosen NOT TO ATTEND. Click on the **Entries** folder.
- The list of all the competitors appear on the screen on the right. Right-click on the name (on the **Entries** page on the right) and select **Deferred by Single Entry**.
- **NOTE: THIS OPTION IS NOT TO BE USED TO DROP A STUDENT. USE THIS ONLY IF A STUDENT IS DOUBLE-QUALIFIED, because the qualified student IS the actual qualifier, and by deferring him/her, he will not be listed as the actual qualifier in the school's history. (Report these drops directly to the NSDA office.)**





### NOTES ABOUT THE DEFERMENT OPTION:

- **NOTE 1:** To double-check the deferment, open the **Entries** folder, you will see one student has an asterisk. This indicates that the place has been “deferred” due to the Single Intent letter. The student has chosen NOT to attend nationals in that event.
- **NOTE 2:** If you open the **Finals** folder and then click on **Placings**, you will see that the student still appears in the qualifying place, but the asterisk is there to indicate the deferment.
- **NOTE 3:** If you click on the **Awards** folder, the student also still appears in the same place. Both of these options will still show the actual ranking because many districts still generally announce the “actual” placings in each event.
- **NOTE 4:** If you click on the **Order of Finish** folder, the student will also still be shown in the same place, but again, the asterisk is there to indicate the deferment.
- **NOTE 5:** The Advancing and Alternates reports will not calculate and complete unless all double qualified students have been deferred appropriately.

- **NOTE 6:** The main purpose of the 'defer option' is to make the "Advancing" and "Alternates" accurate. These reports indicate to the NSDA the top competitors in each event that **will actually "take" the spots** at nationals. The deferred option feature affects both of these reports, but not much else.

*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/](http://www.JoyofTournaments.com/help/).*

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