

# Instructions

## Universal-

Sign Up (for help tell your teacher to look at instructions for coach)	<ol style="list-style-type: none"><li>1. Ask your teacher (or any person in charge) to create a school account by signing up as coach</li><li>2. Create student/judge accounts after the teacher has made the coach account</li><li>3. Ask your teacher to accept you in the school roster after all of you have verified your email</li><li>4. Once you are officially a part of your school on BSQ, ask your teacher to register for your desired tournament</li><li>5. When the teacher clicks the "register"/ "edit teams" button she will be directed to a page where she can add you to the tournament</li></ol>
Upcoming Tournaments	By clicking on your name and going to your landing page you can see all the tournaments you are signed up for (both the tournaments that have started and those that are upcoming). Coaches will be able to see all the tournaments even if they haven't signed up in their home page, but if you are a student or judge you can look at all the tournaments in the site's home page. You can even search for a particular tournament on the home page by using the search bar on the top right.
Information for the tournaments	<ol style="list-style-type: none"><li>1. By clicking on a tournament name, you will be directed to that tournament's home page where you can see the tournament description and any files the host provided</li><li>2. By clicking the three-bar icon in the top left you can access all the different information of the tournament:<ul style="list-style-type: none"><li>• Entries: Tournament Entries will show you all the other participants and judges in the tournament</li><li>• By clicking on the different rounds under pairings you can see the pairings (which team will go up against which team) for that round (if the pairings are not created your will get an appropriate message)</li><li>• By clicking on the different rounds under results you can see the winners and loser of that round if they have been decided by the judge</li><li>• The break round bracket will show you all the teams that qualified for the break (elimination) rounds in a tree format</li><li>• The best speakers page will show the ranking of individual participants after each round according to their average speaker points per round (if there are more than 10 participants then only the top 20% speakers will be shown)</li></ul></li></ol>

	<ul style="list-style-type: none"> <li>The preliminary results page will keep track of all the teams wins and losses in the preliminary rounds and show them according to their rankings</li> </ul>
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#### Students-

Comments	On your landing page, click the "Comments" button beside the name of the tournament to see if the judges have given your team any comments for any round (only those rounds whose results have been made will be shown)
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#### Judge-

Making decision	<ol style="list-style-type: none"> <li>On your landing page, click the "Decision" button beside the name of the tournament you wish to make decisions for</li> <li>After you click the button you will be taken to round-info page, which will show you all the different rounds you need to judge for that tournament (only shows rounds whose pairings have been made)</li> <li>Choose the winner for that round by clicking on their name</li> <li>Give each team's members appropriate speaker points out of 10 based on their performance</li> <li>You can even give personal comments to each team but that is optional</li> <li>Once the decision is made you cannot change it so be careful</li> </ol>
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#### Coach-

Looking at all the verified students and judges of your school	<ol style="list-style-type: none"> <li>Click the Students and Judges Roster tab:</li> <li>If you want to remove a student/judge from your roster, simply press remove for the appropriate account</li> <li>If you want to accept new students and judges: <ul style="list-style-type: none"> <li>All the students and judges who have signed up claiming to be from your school will appear in the "School Join Requests" table</li> <li>By pressing accept they will be added to your official school roster which can be seen in the second table: "Students/Judges Roster"</li> <li>If you press "Reject", the student/judge will be informed and they can then request any school registered in BSQ to accept them into its roster</li> </ul> </li> <li>Registering for a Tournament: <ul style="list-style-type: none"> <li>Click on the register button for the desired tournament from the Other Tournaments list</li> <li>Select all the desired students and judges. In tournaments hosted where you are allowed to select a judge, it is required that for every two students you</li> </ul> </li> </ol>
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	<p>select you select one judge. This is because the host school may not have enough judges for all the teams that participate for the tournament.</p> <ul style="list-style-type: none"> <li>• Edit teams- You can also edit the students you selected for tournament by clicking the edit button of the appropriate tournament in the "Edit My Teams" column (only works before registration deadline)</li> </ul>
Creating a Tournament	<ol style="list-style-type: none"> <li>1. Go to the landing page by clicking on your name</li> <li>2. Press the "Create a tournament" button on the top right</li> <li>3. Fill in all the details <ul style="list-style-type: none"> <li>• The registration deadline should be at least one day before the start of the tournament</li> <li>• The number of rounds mean how many rounds with no elimination (preliminaries)</li> <li>• My school will provide all the judges- If you tick this option then no other school will be able to send their own judges so make sure you have sufficient judges</li> <li>• A private tournament means no other school will be able to see or join this tournament</li> <li>• If you want you can also upload files like pdf and images which other users can see on the tournament landing page</li> </ul> </li> </ol>
Tournament Administration (Only for the coach who has created the tournament)	<ol style="list-style-type: none"> <li>1. Contacts- By clicking on the contact button for the desired tournament, you can download the contact information of all the schools who have signed up for your tournament as an excel file</li> <li>2. By clicking on the edit button in the "Edit Schools" column the host can remove any school they do not want in the tournament</li> <li>3. The host can also delete the tournament by clicking the delete tournament</li> <li>4. Administration- The host can access the administration page on the start date of the tournament. Here the host will create pairings for each round (the host can only make pairings for the first round in the beginning, and only after all the judges give their results can the host make the pairings for the next round)</li> </ol>