

Managing Tournaments with Tabroom.com

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Chapter 1

Welcome to Tabroom

Welcome to the tabroom.com system. This system allows you to run and panel a speech tournament from the beginning of self-registration on the web to the end of the results and publishing them on the web. Hopefully you will find it useful; I've written it entirely so I had something I myself could use, not for profit or reward, of which there is precious little in the world of forensics anyway.

The reason I wrote my own program is because existing software was either expensive, or did not implement our local rules correctly, or did not allow me to use more than one computer at a time for data entry, or some combination of the three. So this software does my rules, allows unlimited numbers of computers (since it just runs over the web) and it's free since I wrote it.

The format of this manual is similar to the format of the software. When you log into the tournament director's side of things, you will have a row of drop down menus across the top of the window. As your tournament progresses, you will find yourself marching from left to right and top to bottom in each of these menus; this is not by accident. If you're ever unsure of where to go next, the best rule of thumb is to use the next option over from the one you were just using; it may just have what you were looking for.

Chapter 2

League Admins: Creating Tournaments

To create a new tournament, you must be a league administrator; if you are not a league administrator for your league and should be, please contact either someone who is, or Chris.

To create a new tournament, do the following:

1. Enter the system but do not go into a tournament. Instead, under League in the menu items, pick Tournaments
2. Click the Add New button on the bottom.
3. Fill out the tournament dates and registration dates; for a one day tournament just make the start date the same as the end date.
4. Put the contact email for the tournament director in the box; this person must already have a tabroom.com account.
5. (Optional) Using the Clone Tournament box, you can import settings and events from a previous tournament; use this if your current tournament is close to or identical to a previous tournament's rules and setup; it will save you time.

Click save, and the tournament is created. If you imported tournament settings, you may want to look into the tournament itself, under Setup::Events and such, to make sure everything copied the right way.

2.1 Locations & Sites

Instead of having to re-enter all your rooms year to year, the system will track them for you. Therefore you must add sites to your tournament before it will allow you to enter rooms into a tournament. Create sites under League::Locations and add the names and directions to your sites – the directions will appear for people registering for the tournaments. Then when you create a tournament, or afterwards, you can add site(s) to the tournament.

Support for multiple sites (keeping judges to one site, etc) is not yet functional.

Chapter 3

Tournament Directors: Setup

First, you'll need to get access to your tournament. Log into the site that corresponds to your league. If you are set up with access to a tournament, you will have a "Tournaments" option under the Tourneys menu item. Select it, and you will see all your tournaments listed. Select the tournament you wish to panel.

Tournament setup is where you establish your event policies, your tournament tabulation methods, and your schedule. You must do this before your tournament opens online registration, as event policies have a direct bearing on how your schools will register for your tournament. If your league's public website is managed by tabroom.com, it is a good idea to do this at the start of the season, as the public website will list out your tournament's events and other information, and it's a good idea to have that available as soon as you can.

All of these functions are on the Tournament side of the software, under Setup. Going from the top to the bottom of the setup menu is generally the easiest method.

3.1 Tab Settings

The first menu item under Setup is Settings. This allows you to set a wide variety of tournament wide options for registration, tabulation and the like.

- **Speech panel sizes:** Sets the minimum, default and maximum panel size allowed when paneling preliminary rounds for Speech. Elimination round sizes are determined at the time you do breaks.
- **Congress chamber sizes:** Same as speech panel size, just for Congress events.
- **Track housing requests:** This enables the subsystem which allows the registrants to also request housing from tournaments which offer it. More settings and details can be found under Setup->Housing when this is enabled.
- **Ask for Qualifying Tournament:** This box, primarily used for NYSFL and NJFL State Tournaments, will provide a box for the registering coach to enter which tournament the student used to qualify for their entry.

- Double Entry Allowed: This will determine what sort of double entry you permit in your tournament. None means that no student will be allowed to enter in more than one event. Two events allows a maximum of two events per student. By flight means that you will enter your events into two flights, and each student will be allowed only one event per flight (unless the event category allows for more than one: see Creating Events). And finally, unlimited allows unlimited double entry.

Please set this to the *most liberal* setting for your tournament; individual events and event classes will allow you to restrict double entry further for certain events and event classes. This setting only serves as a baseline.

- Hide Speaker Codes from Registrants: Does not permit coaches to see the speaker codes when they register; otherwise they will be able to see competitor codes during registration.
- Elimination round paneling method: This setting determines how students will be assigned to elimination rounds. The first option snakes according to the ranking of the student out of their last elim rounds or prelim rounds, and does not adjust the bracket for school conflicts. The second option will adjust for students in the same schools ONLY within the same criterion you specify in the second selection box; you can swap kids with the same cumulative score out of prelims, the same seed order out of the last elimination round, or the same overall cumulative score so far. The third option will break the bracket to preserve students competing against the same schools no matter what, even if no students with the same cumulative scores or seeding are available. The last option seeds students into elimination rounds following the bylaws of the National Catholic Forensic League.
- Judges may see the same event twice: Allows judges to judge the same event more than once.
- Use the Judge Qualification System: Uses the judge rating system to permit registering coaches to rate their judges according to a scale that you set. See Judge Qualifications below.
- Allow judges from the same school on a panel: Allows judges from the same school to sit on the same judge panel when more than one judge judges a round.
- Judges may judge their own students: Allows judges to judge their own students. This is also a per event setting for events which permit judges to judge students for their own school; if you want this to be true only in some events, use the setting under the event, not this setting.
- Paneling weight for avoiding same schools & Paneling weight for avoiding same students: This helps set the formula for how you want to panel the tournament. Sometimes paneling so that students do not compete against their schoolmates is more important; sometimes paneling so that students do not compete against other students more than once is more important. Set these numbers higher if they are more important, lower if they are less important. For instance, if you wanted school hits to never happen unless there were no other

choice regardless of the number of times students competed against the same student twice, set same-schools to 10 and same-students to 1.

- Fine for drops after registration closes: This is a fine that is automatically assessed every time you drop a student after the close of registration. Set to 0 for none.
- Fine for adds after registration closes: Same as above, but for manual additions to the tournament.
- Fine per round for no-show judges: When you replace a judge during the tournament, there are two options: one simply removes the judges, and the other removes them and also applies a fine to that judges' school. Set the amount of that fine here.
- Track housing requests: This option will have the tournament software track requests for housing as well as registrations. See Housing, below.
- Drop best rank: This option will not count the lowest rank the student receives when tabulating preliminary rounds into elimination rounds.
- Drop worst rank: Same as above, but leaving out the highest rank.
- Truncate all ranks to size of the smallest panel: This option will calculate the smallest panel in the tournament, and raise any rank that is higher than this number to this number. So, if there are panels of 5 and 6 students, all students getting a 6 will be counted as a 5 so they are not penalized for landing in rounds
- Truncate all ranks to: Truncates all ranks to the specified number. This can work in conjunction with the above setting; the rank will be truncated to the lowest possible rank, so if this is set to 5 and the above option is set, and there is a panel of 4,
- MFL Time Violations (auto-drops one rank): This will automatically add one rank to each rank if a round is marked as overtime, in accordance with MFL rules.
- Use MFL flex finals (6 or 7 if ties): This will advance 7 students to final rounds if there is a tie on rank between 6 and 7, only breaking the tie if it extends to 8th place or beyond, in accordance with MFL rules.
- Honorable Mentions (ties out of prelims): The awards results sheet will list out students who tied on ranks with students advancing to the final round who themselves did not advance, for recognition in the final round.
- No-shows forbidden from breaking: Students who are marked as no-shows in a round cannot break to finals no matter what their cumulative score is if this option is checked.
- Sweepstakes Method: Currently there is only one method; the NCFL/MFL 6-rank method. This is used for any method based on ranks.

- Sweep ranks in prelim rounds: Counts all ranks given in preliminary rounds.
- Sweep based on event classes: Sweep event limitations based on classes, not individual events; so instead of counting the top 2 in each event, it counts the top 2 in each event class.
- Sweep ranks in elim rounds: Counts all ranks given in elimination rounds.
- Sweep top # of entries per event/class: Limit on how many students per school per event or class are counted.
- Sweep ranks in final round: Sweeps ranks given in final rounds.
- Sweep top event/classes: Limit on how many events or event classes are counted per school.
- Sweep elim round placement: Sweeps based on the place within an elim round, not the ranks given.
- Sweep additional wildcards: Add this many of the next top scorers after the rest of the limit rules have been applied.
- Sweep on final overall ranking: Gives sweep points based on the final placement of the student.
- Points per finalist: Gives this number of sweep points per final round appearance.
- Points per elim round: Gives this number of sweep points per elim round appearance.
- Bid percentage: Give a bid to students in this top percentage of each league sponsored event.
- Give bids to students tied on ranks: Give bids to students tied on ranks with any other student who receives a bid.
- Bid maximum cume: Give bids to any students at or below this cumulative score.
- Bid if you break to: Give bids to students who advance to this round.
- Notes that appear below judge registrations: This text will appear when the coaches register judges; put any warnings and notes about judge restrictions and limitations here.
- Disclaimer that appears before registration: This text will appear and have to be agreed to by any coach who registers to the tournament. Put any disclaimers or important notices you want to make sure that coaches have agreed to here.
- Message appearing on the invoices: This message appears on all printed receipts and invoices for the tournament; it can include payment information or the like.
- Message appearing on housing requests: This message appears on the screen used to register selections for housing requests, and can include any rules or warnings for housing requests you may wish to include.

3.2 Schedule

Then you must create your tournament schedule. There are two concepts here – rounds, and time slots. Time slots are the blocks of time you portion off for various aspects of your tournament. Rounds are where you schedule rounds into those time slots for a given event.

A round can only be in one time slot. So if you have a round of one event that goes from 10 AM to 11 AM, and another event that goes from 10 AM to 1 PM, you must create two different time slots, even though they overlap, so that you can schedule rounds for each event into them.

Please note when creating time slots that the computer uses these to assign judges and rooms to panels. However, it will not recognize overlaps. If you assign Round 2 to run from 11:00 AM to 12:00 PM, and then assign round 3 to run from 12:00 PM to 1:00 PM, the computer will not permit the same rooms or judges to be used in both rounds, which is usually not the intended effect. Instead, have round 1 run from 11:00 AM until 11:55 AM, so the time slots do not overlap.

3.2.1 Creating Time slots

First, create time slots for every block of time in your tournament, assigning a name and a starting date and time and an ending time for each time slot. Time slots may not span multiple days, because that's just insane. I refuse to be a party to any tournament that intentionally schedules a round that extends past midnight. I'm sorry, I just won't do it.

3.2.2 Assigning Events to Time slots

If you are running a simple tournament without flights or a complex schedule, you may want to only add in time slots for your speech preliminary rounds first, and then hit the "Auto Schedule Prelims (Speech Events Only)" link at the top of the page; this will save you from having to put speech preliminary rounds into each time slot. You must have created the events first (see next section.)

Otherwise, you can hit the "rounds" button next to each created round and schedule which events have rounds in that time slot using that slot. Each round will be numbered in order based on when they are created, so be sure to schedule events into Round 1 first, and then Round 2 and so on, so your tournament isn't tragically confused since Round 3 comes before Round 1.

3.3 Creating Events

All events must belong to an *event class*, and all event classes must belong to an *event group*. Groups are events that can share judges in common between them. Events in the same groups have the same judging obligations on the parts of the schools, and the same judging fees.

Event classes are events that share the same double-entry, judge quality, and sweepstakes policies. If you need to change any of these things between events, you must create a separate class or group for the events that differ.

3.3.1 Event Groups

First, create event groups on the Event screen at the bottom for each event grouping you wish to have. Typical event groups will be LD, Policy, IE and Congress, for example. Set the fees involved in judges and judge obligations for the event group; the fee for a hired judge is for schools that explicitly hire judges, while the short judges is a fee for either judge groups that do not have hired judges, or schools failing to either explicitly mark that they want to hire judges, or who are short when the hired pool is all taken up.

The fees for judges can be based either on an uncovered entry, which means that every student who does not have a judge will be charged a set amount, or a fee for a missing judge, which means that no matter if only 1 student is uncovered or if a full judge obligation is uncovered, the school will be charged this fine for a full judge.

3.3.2 Event Classes

Then, for each event group, create one or more classes depending on how you wish to set up your tournament. If, for example, you are using the judge quality system, you may want to divide IE between Address events (Extemp, Oratory) and Interp events (Duo, DI, HI) so that judges can be rated separately in these events. You also will want events that have double entry restrictions (Congress, Limited prep events) to be in their own class.

3.3.3 Events

Create each event by clicking on the Create New Event button. Give the event a name and a 2-4 letter abbreviation. The Event Type will signal how the event is to be paneled: Speech and Congress events are paneled according to the settings for room size; Debate events are currently ignored or imported into TRPC.

The Event Cap will limit the amount of entries and registrations accepted by an event. The School cap will determine a limit on each school's entry in a given event. Both caps can be set at the same time. The Waitlist checkbox will, if checked, allow coaches to add students to a waitlist whose order is tracked if an event is full, or if they have reached their school's cap in an event.

Entry determines how people enter for the event; by themselves (most events), in pairs (Duo and Policy Debate) or in teams of more than one, which are given names and do not have students assigned to them explicitly. Event Class shows which event class the event is a member of. Speaker Codes lists the lowest speaker code that the event has; each speaker will get the next available code. Be sure to leave enough room between starting speaker codes, lest they run into one another; however, no two students at a tournament will receive the same code even if two events run into each others' ranges.

The entry fee is the per-entry fee. Judges can judge their own school will permit judges to see their own students in this event. And finally, League sanctioned event designates which events should be used in calculating bids; bids will only be given in events where this is checked off.

The ballot upload allows you to upload a sample ballot file. And the event policies will be shown when coaches register students in this event, so you can use this space for any emphasis or

last minute changes you wish to make.

Below the event information, the event schedule is listed; each round and the time slot, type, and label of the round. For more on rounds, see Schedule above.

3.4 Rooms

Rooms are divided into Sites; your league should already have imported the Sites that your tournament will use into the tournament. Be sure that different sites are actually different; judges will not be assigned to judge events in two different sites, assuming that there is no access between them. If you want to divide your judging pool geographically, then using two different sites is the way to go.

Enter the rooms one at a time; be sure to make the names descriptive, as these names will appear on the schematics and postings for the event. The lines about room quality are currently not used.

If you have a room that is only useful for part of the day, block it off from time slots under Blocks.

3.5 Money

Money is a convenient screen to set all of your tournament charges for the downloadable invoices for the coaches. You can use this screen to set all your competitor fees in the same place, as well as judge fees and penalties, and penalties for late drops and adds. At the bottom of the screen you can also set a standard fine with a time bound. Say you are charging a school fee – set the fee here, and make the time bound the entire length of registration. You can also charge a fee for schools that register past a certain date; set the date and time it should begin here, and the amount, and it will be applied to any school that registers.

3.6 Access

Access will define which user accounts have access to this tournament. It also allows you to set the dates of the tournament, and the dates when online registration is available. You can also use this screen to upload an invitation and a bill packet to the public tournament information screen, if your league also hosts its public site on tabroom.com.

3.7 Housing

The Housing screen allows you to handle housing requests for students and judges. It is not yet complete pending fixes that were inspired by this year's Lexington Winter Invitational.

3.8 Tiebreakers

Tiebreakers allows you to set the order and weight of the methods used to advance students from round to round. You can set the type of tiebreaker, the priority, the scope, and the multiplier.

The way it works is you translate the rules in order to the terms the computer uses. Usually, for advancing students out of preliminary rounds, the first method used is the cumulative score of the student's ranks from prelims. So you would give Cumulative a priority of 1, the first tiebreaker, and the basis would be Prelims.

To advance from an elim in sudden death, you would use the Cumulative Score or whatever other tiebreakers you desired, and set the scope from the Last Elim.

The multiplier is in case you want to combine scores for a tiebreaker. For example, if a tournament wanted their final overall ranking to be based first on final ranks, and then also on elimination rounds ranks, but wanted to weight the final to count twice as much as the other eliminations, you would set two tiebreakers. First, select Cumulative, with priority 1, basis Finals, and multiplier of 2. Then select Cumulative, priority also of 1 (since you want the two added together), bases of Other elims, and multiplier of 1. Then the first tiebreaker will calculate that score for you.

Be sure that when you set two tiebreakers to be of equal priority that they'll make sense added together; it would make no sense to add cumulative scores and reciprocals and quality points; generally you'll only want to add together scores of the same type.

Judges Preference is only usable in the final round. Quality of Competition calculates the average scores of the competitors each person in a tie competed against; this tiebreaker generally only is useful in events of 40 students or more, since in smaller events each student competes against a very high percentage of the field, reducing the usefulness of this tiebreaker.

3.9 Flights

Flights are used to determine double entry. You can create flights specifically for the case that students are allowed to choose to enter one event each in two or more lists. Each list becomes a flight, and students will not ordinarily be allowed to enter in two events of the same flight.

However, if you wish to allow entry in two events of the same flight, you can set this permission in each event's settings screen described above.

Flight X is for special events which do not permit double entry at all; events such as Congress or Policy Debate which have no off time and therefore do not permit any double entry go into Flight X. You can also forbid events of a certain event class from having no double entry if you wish.

3.10 Judge Quality

Judge quality is a mechanism that allows the coaches to rate their own judges in terms of experience and quality. You can set up whatever judge rating system you choose. Generally speaking the labels are letters starting with A. However, it is important to type in a description of what you mean by A

judge in the box next to the field, so that way coaches registering are on the same page as you are when registering.

The Use Me box indicates whether or not judges of that class are actually going to be used. You can set up a judge class for judges who do not judge a certain category of event, and check this box so that those judges are not paneled at all.

Chapter 4

Registration

The Registration menu allows you to handle tournament functions up to and including when schools arrive and register for your tournament. This is where you can see event totals, find out financial information about your tournament, make changes after the registration deadline on behalf of coaches, and confirm that schools have paid and have registered.

4.1 Information

The first menu under Registration allows you to view, or print, a variety of interesting information relating to your tournament. Print Registration Packets and Print Invoices allows you to print a copy of everyone's complete registration and invoices, which is useful in preparing for a tournament. The Registration Coversheet is a listing of all the schools in your tournament, along with their total registration fees, so that you can check them in one by one as they register. Print Schools and Codes is useful if you have assigned letter codes or number codes to your schools and use them for a purpose within the tournament (see League for how to set school codes).

Hired Judge Numbers will tell you how short or over you are your overall judging obligations. The Double Entry Report will tally up how many students are double entered between which events. And finally, the Financial Statement will let you know the sum total of money you are owed, and from which sources.

4.2 Registration

This screen allows you to manage the process of registering people as they appear at the tournament site and pay you. The checkbox for Registered is a simple way of tracking who has appeared and who has yet to appear. Then you can type in the amount they have paid you, so you can track who owes you money still and who does not. Then click on Save next to the school if you are finished. If the school has any changes, then click on Entry to access their school entry information screen. You can also print them a new invoice by clicking on Invoice and printing the PDF file that appears.

4.3 Schools

Or, Everything you wanted to know about your entry but were afraid to ask. This is the section wherein you will change, alter and clean up after schools that have entered in your tournament. Select a school from the pull down menu and you will see a dizzying array of options. You can change the name of the school, if you want to make school names shorter or somesuch, which can be nice if a name goes on forever, since printouts are affected by this.

Under the school name you can edit the entry of a school program. This is where you will want to make drops, adds and changes for a school as they request them. During Registration, people can change their own entries via the website. However, after the close of registration, any drops or changes need to be affected by the tournament staff. To make changes to the entry of a school, click on View/Change Entry.

A full listing of students and judges will appear. To drop a student, select Drop next to their name. If you drop a student after the tournament has been panelled, be sure you check the schematics for that event afterwards, and fix any unbalanced panels.

To change their name, click on Edit. Do not simply change their listed name; if you want to switch to another student, select the name of the student from the pulldown menu to the right next to Code Switch. That way State Bids and the like are tracked appropriately.

If the student does not yet exist in the system, select their event on the menu at the top of the View/Change Entry screen for the school. A link on the right will allow you to add a student to the school, which you can then add to the tournament or code switch another competitor to.

4.3.1 Late Adds

If you add a student after you have panelled the tournament, you will have to manually add them to the tournament panels. After you add them to the tournament, a screen with their competitor information should appear, with links to Assign Manually to Round next to each round. Click on each round in turn to select a panel to add the student to. This screen with adds will not allow you to assign students to events where they may not be judged by the judge, and it will order the panels available by best fit based on how many students from the same school or how many students the new add has competed against in other rounds. Pick the topmost round that makes sense, then click on the student's entry to add them to other rounds.

4.4 Events

The Events menu allows you to see the entry numbers by event, and a full listing of how many students are in each event. If you click on the name of the event, you can see a listing of the students entered; click on Show/Hide Schools at the upper right to list them by school. If you click on the name of a student, then you can edit the details of that competitor within the tournament as well.

The totals on the main event screen do not include drops, but dropped competitors will be listed and marked as such when you go into the event to view details.

4.5 Entries

Inevitably, about a million times a day you will have to look up a competitor code to find out what school the kid is from, what their name is, or whatever. This is where to do it; simply type in the code and you will tell who the competitor is, where they are from, and what their panel assignments are. You can click on the ranks they have gotten in order to go to the rank entry screen (See Tabbing). You can also click on Move to move the kid to another panel, or drop the kid here. Click on the student's name to see if they are entered in other events.

4.6 Drops

The Drops menu simply makes a listing of all the students you've dropped from the tournament. This might be useful for clearing up confusion on the part of judges who were waiting for a student to appear, if you want to post this list somewhere at your tournament.

4.7 Judges

This screen is to judges what the Events screen is to competitors. You can see here what judges are entered in the tournament and in what numbers. If you view the chart, you can see the judges, how they are rated (if you are using the Judge Qualification System), and any special requests that the registering coach may have made about those judges. You can also click on the judges individually and find out interesting things about them.

4.7.1 Special Purpose People

If you have a judge who is special purpose; in other words, performing a job that is not simply judging rounds, you will want to do two things. First, mark the judge as Inactive; this designates a judge not used in the judging pool. Secondly, you can then type in a note under Special:. This note will be listed in addition to any judging assignment a judge has on their school's registration sheet.

The Notes: field is notes that the registering coach wrote to you, and will not appear on registration materials.

4.7.2 Judge Constraints

The most useful thing here is constraints for judges. You can constrain a judge against a school or student other than their own, an event, or a block of time. Click on Constraint on the right of the judge screen to add a constraint.

Pre-blocking judges for elims

Sometimes if you are running a larger tournament with many elimination rounds it can be good to block judges who are clean in certain events from judging that event during preliminary rounds;

this way you can be certain they can be used in elimination rounds, when good judges are at a premium. If you go to Panel:Judges, on the bottom left hand of the screen you will be able to select judges event by event and block them from judging prelims only of certain events; the screen will only show you judges who are clean to judge these events.

Chapter 5

Paneling

5.1 Schedule

The first step to paneling your tournament is defining the schedule of the rounds; be sure this is done, or you won't get very far in paneling your tournament. See "Schedule" under Setup above.

5.2 Assigning Panels

After you have assigned rounds to the time slots, you're ready to panel the students. Go to Panel:Assign. Next to each event, there will be a listing of how many rounds are scheduled, and then a button to Panel. Click on Panel for the event you wish to panel. The next screen will give you options for panel sizes. Select the one based on how large you want your panels to be and how many rooms you have. These options will be determined based on the minimum, default and maximum you specified in Settings.

Sometimes, an option that you may want will not be there; sometimes if there are two possible combinations involving rooms of 6s and 7s, no option will appear; or you want to break your own rules about minimums and maximums in just one case. If this is so, just type in the number of rounds in the Number of Rounds box, and that will override any selections about panel size you have made in the check buttons.

Then let it panel, and it will present you with a schematic of the paneling it has done. Repeat for each event.

5.3 Setting Speaker Order

The system has a currently rudimentary method of setting speaker order. It will assign a random speaker order to the contestants and then print the contestants in speaker order. However, the system does not at all try to make the speaker order "fair"; it is completely random. It will, however, deal with double entered students somewhat rationally, placing them towards the beginning of one

round and the end of another. This system works better if you have small numbers of double entered contestants in each round; if you have more than 3, it tends not to be as useful.

To set order under these limitations, go to Panel:Order, and click on Set Speaker Order.

5.4 Paneling Judges

To panel judges, the first step is to remove anyone from the judging pool whom you may be using for other purposes, such as the Tab room or Prep room or whatnot. Do this by going to the full judge listing under Register:Judges. Click on a judge you want to assign to another task, and edit their record. Put the assigned task under "Special Notes": this will appear on their school's registration sheet, so they are not wandering around aimless and lost through the hallways of your tournament. Then, uncheck the box that marks a judge as "Active". If they are not marked as active the system will not panel them to judge rounds.

Then, the next step is to select judges for special events, such as Congress, if you wish to do this manually. Go to the Panel:Schemats screen, and look at the schematics for Congress. Click on the panel letter and you will see a large list of the students in that chamber together with a long list of judges at the bottom. Select a Parliamentarian and your Congress judges out of that list, and assign them to the panel manually.

Then just let the system assign the rest of the judges. Go to Panel:Judges, and on the right select Speech to panel, and click Select. Have the system panel all prelims with 1 judge per panel, but do not have it clear old assignments – that will remove your hand selected judges. Then click Panel.

Then you'll want to relax a bit and go have a cup of coffee, this part takes a while but it will finish. Once it does finish it will let you know if you had any panels without a free judge. Usually this does not happen if your tournament numbers are OK.

The judge paneler is sometimes overambitious at using judges who are difficult to assign to panels. It works by taking the most constrained panel (the one with kids from the largest number of entries in that event) and then finding the most constrained judge who is clean to judge that round. As a result, judges from large schools have a tendency to be overused.

For example, it may give some judges 3-4 rounds and some only 1 or none. You can rebalance the judge burdens by going to Panel:Judges, and clicking on Show Judge Chart on the upper left. There will be a button to Rebalance Assignments in the upper right of this screen.

This screen will also show you which judges are judging which events and when, if you want to get an idea of how unbalanced things might be.

5.5 Viewing and Manipulating Schematics

Schematics can be seen by going to Panel:Schemats. You will see a list of events, together with a listing to the right of each event telling you how many panels exist in that event by round. Click on View Schemat to see the schematics in that event.

You will then see a large listing of school codes (if your league uses them) together with number codes of competitors. You will also later see rooms and judges listed here, once you've assigned them. You can add new panels to any round, or delete entire rounds here, by using the Add or Delete buttons to the top right of any given round.

If you want to move a competitor for whatever reason, you have two options. The most common case if you have unbalanced panels because of a drop. To fix this, simply click Rebalance for each unbalanced round, and the system will reassign a student from one of the long panels to the short one, based on paneling rules. Or you can click on a student code number and it will allow you to manually assign that student to another panel, giving you the screen listing of which panels are best and not allowing you to assign them to an impossible panel (because of judging).

If you click on a panel letter, this will allow you to manually reassign judges; remove a judge from the panel by clicking on Remove next to their name, and then add a new judge by selecting one from the list of clean judges at the bottom, in the pulldown menu. If you select Remove and Fine Judge, the system will automatically add the No-show Judge Fine you can set on the Setup:Money screen to the school's bill, which you can then print out a new invoice for.

The number next to the judges' name indicates first how many students that judges' school has in that event, and how many other rounds that judge is judging. If you are using the Judge Quality System, it will also list the letter code of the judge's quality.

5.6 Paneling Rooms

Then you can panel rooms. Go to Panel:Rooms. You can do this two ways, allow the system to pick whichever rooms are free, or select the rooms manually. Usually I pick rooms for Congress and draw events manually, along with any other events that need to be in particular rooms, and then allow the system to auto assign the other rooms. At any rate, click on Assign Manually to assign rooms by event and by hand. Click on Automatic to let the system take care of it for you.

5.7 Printouts

All of the various printouts you might want to have are under Panel::Printouts. You can print out manual tabbing sheets, schematics, judging masters, and the like. Having a spare copy of these materials would not be a bad idea.

You can print out master ballots that will list out the speaker codes in order of the contestants in each round, and have information about the judges listed along the top. Alternately, you can also print out ballot labels to affix to your own master ballots or ballot packets.

The ballot labels print on Avery ballot labels of the standard size that comes in sheets of 3x10. They will print out judge name and code, the room and time of the round, the event, and a list of competitors in that round, in order of speaker if you set speaker order, and in order of code if you do not. It will also place asterisks next to competitor codes that are double entered, if your tournament permits double entry.

Also, be sure to test the ballot labels from this screen to see that the formatting out of your printer is the same as the ballot labels' layout. Printing is a right royal pain, and getting the labels to line up correctly is not always possible. However, if you are printing your labels via Adobe products, there will often be a "helpful" option to Fit Document or Shrink Pages to Fit or something like that. Be sure this option is *disabled* or else your label printouts won't even be close to lining up; without the option, they will line up on most printers.

5.8 Checking for Disasters

After the Printouts screen there is a rather useful Disasters function listed. This screen will analyze your tournament for a set of common problems which you should be aware of, such as events with unbalanced panels (usually caused by drops), judges who are double booked somehow, and panels without rooms or judges. This is a good screen to check before you release your schematics and information to the tournament.

Chapter 6

Tabulation

Tabulating your tournament happens in a few stages; this is the brunt of what you'll be doing during your tournament day. Entering ranks requires a few people; my rule of thumb in determining the amount of staff required to run your tournament is usually around 100 ballots per round per tabber if you are not using master ballots, and around 150-200 ballots per round per tabber if you are. Master ballots tend to make typing much faster. It is a good idea to not count your tournament director or someone else as a typist; they will be needed on a computer to answer questions and fix problems during the day.

6.1 Entering Ranks

To enter ranks, go to the first option under the Tabbing menu, Enter Ranks. Select the time slot that the round occurs in on the right hand side of the screen, and enter the judge's numerical judge code. The competitors that the judge has judged should appear.

You will only be prompted to enter quality points if you have specified quality points as one of your tiebreakers. Otherwise, enter the ranks of the students one at a time. The program will automatically advance the cursor as you enter each rank.

Once you have finished entering a judge, you can enter the code of the next judge at the bottom of the screen, and the program will save your current ballot and move automatically to the next one.

6.2 Auditing Ballots

Ballots are not finished when they are entered. The system requires you to audit each ballot as well as entering it. Give the ballot to someone else to ensure a minimum of errors.

Auditing is done on the same screen as entering happened in. Click on "Audit" in the lower right hand corner and you will be in Audit mode. Audit mode simply allows you to look at each rank and confirm the data on the screen matches the data on the ballot. If it is the same, then simply type in the number of the next ballot to be entered, and click on Audit.

This screen will also allow you to make changes; if you need to make a change, make the change in the screen, and instead of hitting "Audit" hit "Save Ranks" at the bottom instead. *If* you save ranks using this method, the ballot will not be marked as audited. You will instead have to have someone else re-audit your changes. The idea is the system never allows a rank to go forward without two people confirming the rank is correct.

6.3 Monitoring your tournament

The Tab:Status menu allows you to monitor the progress of your tournament. Selecting each round will allow you to track the progress of your data entry. Each round will list the outstanding ballots to be ranked, and the ballots that have been ranked but not audited. If an event is not showing itself as being available for advancing to eliminations, check here and you may find which ballot is holding you up.

6.4 Breaks

Break rounds, or elimination rounds, can be calculated after you're finished entering ranks for a certain event. When you go to Tab:Breaks, any event that is ready to advance to eliminations will appear in a column to the left. Check the boxes next to events that you wish to advance to the next round.

You can dynamically assign rounds to a given time slot at this time, and determine yourself which kind of elimination you want to advance the system to next. You can advance an arbitrary number of students to a arbitrary number of panels in any given round.

At this time the system only will advance kids to elimination rounds paneled based on power protection; the seeding will be followed and no other attempt to move kids based on school matching will be used. However, elimination rounds will show the seeding of each student on the tournament director's schematic screen (NOT the printed schematic) so you can adjust the round to your contentment after the fact.

If you check the "View rankings" page, the system will display after doing the elimination rounds the totals and tiebreakers used by the system in order to advance students. Students advancing will appear in boldface. Each student code will also be a link; if you need to advance a student manually into a round, simply click on their link. Then, under the listing of panels the student has competed in will appear a link to Assign Student Manually in the elimination round you've just created; click this link and you will be able to manually select an elimination round for the student to appear in.

If you horribly botch the breaking process somehow and just want to do it again, go to Panel:Schematic for the round, and click on Delete above the round you wish to delete. This will delete the whole round (and give you a big scary warning about the fact) so be sure you delete the right round (the elim you want to, not a prelim you've already entered results for, or something like that.)

6.5 Elimination Round Judges

You can choose judges for elimination rounds several ways. The first and easiest is to simply allow the computer to do it for you, by going to Panel:Judges, and then selecting the group you wish to panel, and then paneling only the rounds happening in the elimination round you wish to panel.

Chapter 7

Results

Finally your tournament is done, your finals are over, and you're ready to go the hell home. Congratulations.

The majority of the results you can view or print out are under Results:Results, simply enough. There you can see a variety of results pages that will tell you how kids are doing by event, by school, or by sweepstakes standings. Use this to double check during the day that the program is proceeding, snoop on your kids' success, and so on. Just be sure that you select the proper basis for viewing the order of the kids; viewing kids in order by final round score is pretty nonsensical before the final is done; you'll want to see them by prelims or elims at that stage in the game.

You may notice in many of these screens that some ranks will be followed by a different rank in parentheses. This indicates that the rank was adjusted for some reason or another. For instance, if you are truncating all ranks to the size of the smallest panel of that event, and the smallest panel is 5, then any ranks of 6 will appear as 5 (6). That indicates that the 5 was counted, but the 6 is the rank which was earned by the student.

You can also use this to print out full results, which will list every student in order with a full accounting of their rankings. One useful printout is Awards, which will print out names, schools and placement of any student who is receiving an award, to read off of at awards.

7.1 Codebreaker

This screen is useful in ballot sorting; it simply lists out each competitor code followed by their school code. Use this to sort through ballots.

7.2 Publish

The Publish screen will make final results available to the coaches of each school. It will not publish full results on your website; once coaches log into their account, their own students' scores will be accessible from their registration screen. If you want to publish full results it's best to download the PDF file of the full results and post that on the web somewhere.

7.3 Go Home

That's it. It's over. Go home. You're done.