**TABROOM/CAT DIRECTOR’S PRE-TOURNAMENT CHECKLIST**

The week before the tournament you should have things set up well enough that teams and judges can enter. Here are some things to focus on the couple of days before the tournament.

The MOST important thing on the new system will be to go there early and practice the downloads and cruise through the screens, either with tournament data you don’t wish to save or with the sample data provided. Any problem we hear about early we can fix by registration time, but if you wait until Friday afternoon to start downloading for the first time you may find us traveling or just without sufficient time to address everything.

On Tabroom.com

**Link judges to accounts**: Entries-> Judges; click on a division, a link for “Link Judges to Online Accounts” appears in the right. Any un-linked judges will not be able to use online balloting. You need to either (a) email the unlinked judges and have them link themselves, or (b) get the email they used to sign up for tabroom and enter it on this page.

**Set up tiebreakers**. Settings-> Tournament Rules, links in the right for “Tiebreakers for placement” and “Tiebreakers for speaker awards.” Team tiebreakers are probably wins, HL points, total points, 2x HL points, opposition wins, judge variances. Speakers are probably the same without wins. Note that nothing after judge variance is likely to matter since a tie with decimal points is almost impossible. You probably want a separate “team elims” team tiebreaker set to use for elim rounds. All scores necessary for the tiebreaker set will appear on the online ballot, so you can have an elim ballot without speaker points and ranks if you have a separate tiebreaker set. It is worth opening the CAT and clicking on the tiebreaker setup (step 3) and reading the help screens.

**Link divisions to speaker tiebreakers**. Settings -> Events. Click the event name in the right-hand column. The drop-downlist appears in the top section on the right. You might also set maximum and minimum point values and make sure you have decimal values checked and have UN-checked “allow point ties.” Make sure you click the green save button at the bottom.

**Set up timeslots and rounds. Settings->Schedule**. Click on a date at the top of the right-hand column to set the timeslots. You only need timeslots for competiton rounds, not lunch or breaks. In the bottom of the right-hand column click on the link for a division to put rounds in the timeslots.

After you download into CAT

Pay attention to the left-hand column; there are 4 setup screens, and below them is a status message telling you what remains to be cone before setup is done.

**Make sure you have the right number of prelims and elims for each division**. Click on the “step 2” button, and then click the division name in the left. The number of prelims are likely to be correct; the number of elims may need correction.

**Make sure you have tiebreakers for teams in prelims, teams in elims, and speakers**. Click on “step 3.” You will probably get a message that says scores have not been linked to tiebreakers yet; simply visiting the page will correct the problem. Once there, you may wish to click on the help button to get an explanation about how all the data is arranged, but if you just open and close the page you’re probably OK. Close it to return to the main menu, and check your status in the box below the 4 setup buttons.

**Make sure you have set up rounds correctly**. Pay special attention to the “Round ID” column; while the prelims are likely to be OK, the elimination rounds are very difficult to match since the labels can be anything a user types in. You can fix them manually, but so long as each division as the right number of prelims and elims set up at step 2, you can click the “Fix Round IDs” button in the lower-left, and that should take care of it.

**Visit the judge entry screen, scroll through the notes, and mark judge availability accordingly**. Judges can request rounds off via the notes, but they are not entered until you enter them in the CAT.

**If you are using prefs, visit the “enter or edit judge preference and conflict information” screen**. It may be worth clicking the help button, but at a minimum you should (a) click the “initialize prefs” button in the top-right, (b) click the “test all teams” button to see who still has their prefs incomplete, and (c) click the “test that all teams have 1 and only 1 rating for all eligible judges.” Note that you can update prefs with online pref entries in the lower right; if you wish to update them for all teams, uncheck the “displayed team only” checkbox.

**Visit the “Enter or edit schools and change acronyms” screen**. Give each school a short version of it’s name (i.e., “KCKCC” for “Kansas City Kansas Community College” or “Michigan” for “The University of Michigan”). Click the buttons to automatically generate team names and acronyms; it will automatically create them and eliminate all duplicates.

**Review your pairing options**. All current options in the CAT are computer assisted, but not automatic. Check out the online videos for descriptions of how to use them. The scheme is virtually identical in concept to the TRPC “computer-assisted on-screen power match,” but it might take 3-5 minutes to familiarize yourself with the buttons.