**Computer Assisted Tabulation 2.0 “CAT 2.0”**

**Quick Start Guide**

**SYSTEM REQUIREMENTS:**

* 1280 x 800 screen resolution. Resolution either too large or too small will produce strange results. Go to control panel -> display -> adjust resolution to set the screen resolution to 1280 x 800
* Windows 7 (not tested for earlier versions of windows)

**DOWNLOAD AND INSTALL THE CAT**

1. Click on the link for the program file; select “Save” and download the file to your desktop (or any other place on your computer). The file is a simple windows application executable (.exe) file.
2. Launch the program; you will receive a message indicating that there is no data file and directing you to the “generate/load data file” in the lower-right. Close the message and click the button. You can either download your tournament from the center of the screen or click the “sample file” button on the middle left to download a sample tournament to play around with.
3. Note that all data files will be saved to a folder called CAT that will be created in your documents folder.
4. Note that in the top-right of the main menu is a help button that will orient you to the CAT.

**DOWNLOAD AND SET UP YOUR TOURNAMENT DATA FILE**

1. From the main menu, click on the “generate/load datafile” button.
2. Follow the instructions in the center of the screen.
3. Return to the main menu, and observe the “tournament setup” section on the far left. Click on the “how does this work” button.
4. Basically, you’ll click the 4 setup buttons in order, and your setup status will be updated in the message box at the bottom of the screen.

**PAIRING: PRESETS**

1. From the main menu, click on the “pair a round manually” button.
2. In the top-right, click the “help info” button to get basic information about how to use the page. Load the desired round; note that you can customize what information will be displayed and over-ride whether the round is side constrained.
3. For a random round, click the “randomize seeds” button and sort by team ratings. Otherwise, sort by team ratings.
4. Click on the “Auto Pair High-High” or “Auto Pair High-Low” buttons; it won’t matter which for a random round, but if you sort the seeds by clicking on the column headers, high-high will produce and A-A B-B round, and high-low will produce an A-B round. Note that you must first enter team ratings on the “Enter or edit teams” page.

**PAIRING: POWER-MATCHING**

1. From the main menu, click on the “pair a round manually” button.
2. In the top-right, click the “help info” button. Load the desired round; note that you can customize what information will be displayed and over-ride whether the round is side constrained.
3. Find the team with the most wins, enter that number in the box next to the “show bracket” button.
4. To even the bracket, click the “down bracket” button to move to the next round down; notice that the bracket number will automatically change. Sort the teams by opposition seed, click on the team with the highest opposition seed (and hence the weakest opposition), and click the “move team up” button. Note that in even rounds you must pull up from the correct bracket; in odd rounds you simply need an even number of teams in the bracket.
5. Click either the “auto pair high-high” or “auto pair high-low” buttons. The computer will pair until producing a pairing requires more than 2 alterations from the pure bracket; at that point you will be required to pair teams manually. Select the 2 teams to debate (in an odd round click one team and control-click the second; in an even round click on one team in each column) and click the “pair selected teams” button. After you have made the manual correction, you can click the auto-pair buttons to have the computer continue to pair the remainder of the debates.
6. If your screen selections become muddled or you are uncertain if they are accurate, you can click the “clear selections” button.

**JUDGE AND ROOM PLACEMENT**

1. Click on “View a pairing for manual changes”
2. Check the load settings in the bottom-middle, then select a round and click on “load round”
3. Click on any judge, room, or team (in an individual cell; not on the header). The appropriate judge, team, or room list will appear in the right-hand box.
4. To make a change, first delete the judge, team, or room using the “delete cell” button at the top, then click on the empty cell, make your selection in the right-hand box, and click the add button.
5. Note that the screen and its various sections have their own help buttons.

**PRINTING BALLOTS AND PAIRINGS**

* Ballots are printed by clicking on the “Registration and ballot printing” button on the top-right part of the main menu. Note that there are 2 steps; one to load the print area, and the second to fire the print function.
* Pairings are printed by clicking on the “View a pairing for manual changes” button, loading a round, and then clicking the “print” button in the top-right.

**PUBLISHING TO THE WEB**

After the pairings are done, click on the “put it on the web” button. Click the “post tournament file to web.” As a general rule, you should not post the prefs back to the web (leave the “exclude prefs in the zip file upload checked).

**ONLINE BALLOT ENTRY**

If a judge is having trouble with ballot entry, the problem is probably that their judge account is not linked to the judge record for your tournament.

1. Make sure that the judge has created a tabroom.com user account (click on “sign up” in the top-right part of the tabroom.com main page), and ask them for the email they used for their tabroom.com account.
2. From the tournament director’s main page (which can be accessed by clicking on the tournament name in the right-hand column from your homepage), select Entries -> Judges.
3. In the right-hand column is a section called “online ballots” – click on the button to “link judges to online accounts.” Enter the email in the box next to the judge name, and click the green “link accounts” button at the bottom of the page.

Ballots can be downloaded by clicking on the “Download web ballots” button in the bottom-right part of the ballot entry page. It’s totally cool and will change your life forever.

**ELIMINATION ROUNDS**

Click the “Elims” button from the main menu, and click the help button in the top-right. You do not have to print the teams in order, and pairing and ballot entry are handled on the same screen. Judges and rooms are placed on the “View a pairing for manual changes” screen.

**BACKUP TO TRPC**

All operations are in the TRPC.

1. Format the data files
2. Select format -> Universal Data Structure Import System. Follow the on-screen instructions; note the limitations in the top-right.
3. Note that if you are using ordinal ratings, the percentiles will be converted to 1-9 ratings

**“HOW TO” VIDEOS**

Download and your tournament and set up: <http://www.youtube.com/watch?v=VVNI-7qdwVc>

Preset pairing: <http://www.youtube.com/watch?v=3nMpU8lDF_w>

High-low power match: <http://www.youtube.com/watch?v=jH_w2e4tPJA>

Judge, team, and room placement: <http://www.youtube.com/watch?v=kmUvvkWKzQ8>

Ballot entry: <http://www.youtube.com/watch?v=Z5xWz1XyhhM>