If you are an experienced TRPC user, before you try using the CAT there are 2 help buttons you should click and think about until you think you have a general grasp on the ideas. These 2 things will help you understand where the files are stored, and how tiebreakers and score settings relate to rounds. Here they are:

MAIN MENU: “Important info for first-time users”

SET UP TIEBREAKERS: “Important terminology”

At first this might seem unfamiliar, but keep in mind that the TRPC startup screens spreads a lot settings about rounds, divisions, and teams across lots of screens. The CAT attempts to organize them so that all tournament-wide settings are in one place, all division-specific settings are in one place, all the tiebreaker stuff is in one place, and all the information about specific rounds is in one place. Finally, remember you can back up the CAT in the TRPC and essentially run both simultaneously.

On the table below, the familiar TRPC main menu option and screen/function appears in the 2 left-hand columns, and the CAT equivalent appears in the 2 right-hand columns.

| ***TRPC*** | | ***CAT*** | |
| --- | --- | --- | --- |
| **Main menu item** | **Function or screen** | **Main menu button** | **Button/function** |
| **FORMAT** |  |  |  |
| ***Format files for a new tournament*** |  | Generate load/datafile | Files in the CAT do not need formatting |
| ***Tournament Setup Files*** |  |  |  |
| (1) Main tournament Information | Tenth points | Set up tiebreakers | Click the “important terminology” button; scores are linked to tiebreaker sets |
|  | Number of prelim judges | Set up round schedule | Change the judges per panel by round |
|  | Divisions in folder | Set up divisions | No limit to the number of divisions |
|  | Name of divisions | Set up divisions | Left-hand box |
|  | Specialized formats | Set up divisions | Left hand box; “debate type” |
| (2) Division Information | Persons per team | Set up divisions | “Settings” – right-hand box |
|  | Record Ranks | Set up tiebreakers | Ranks can be added as a tiebreaker |
|  | Maximum points | Set up tiebreakers | “Score” box on bottom of screen; scores are linked to tiebreaker sets |
|  | Flighted rounds? (Y/N) | Set up round schedule | “Flighting” – 1 means no flighting (single flight), 2=2x flight, 3=3x flight |
|  | Flip coin each round (Y/N) | Set up divisions | “Settings” – right-hand box; “side method” |
|  | Combine spkr names (Y/N) | Not an option |  |
| (3) Matching system for each division | (rds 1-9; 3 methods) | Set up round schedule | “Pairing scheme” |
| (4) System of evening brackets in high-low power matches | (Leftovers down or weakest opp record) | Handled on “Pair a round manually” screen | Can use opp wins OR Larson Opp seeds |
| (5) Select tie-breaking system for teams and speakers |  | Set up tiebreakers | Click the help buttons on first use |
| (6) Breaking to elimination rounds | (by division) | Set up round schedule | Set up rounds by timeslot; timeslots declared on “enter tournament-wide settings” |
|  | Elim rounds are not simultaneous | Set up round schedule | Set up rounds by timeslot; timeslots declared on “enter tournament-wide settings” |
| (7) in which time blocks will elimination rounds occur? | (1-6 elim time blocks) | Set up round schedule | Set up rounds by timeslot; timeslots declared on “enter tournament-wide settings” |
| (8) Establish names for geographic regions |  | Not supported |  |
| (9) Judge assignment options | (by division, random, ratings, MPJ6, MPJ9 | Set up round schedule | “Judge placement” – set by individual rounds |
| (10) Enter financial information |  | Not supported |  |
| (11) Set sweepstakes award values |  | Not supported |  |
| (12) Side system for elimination rounds | (traditional , computer random, side equalization) | Set up divisions | Side Method; note this can be changed once elims begin |
| ***Erase Data*** | Erase data for one round | Utilities | Erase round inf |
|  | Erase sensitive ratings in data files | Put it on the web | Check “exclude prefs in the zip file upload” – zipped folder won’t have prefs |
| ***Baltimore UDL*** |  | Not supported |  |
| ***Data backup and restore*** | Store backup files | Utilities |  |
|  | Retrieve backup files |  | Copy the backup file into the mydocuments/CAT folder |
| ***Upload beginning data from text files*** |  | Generate/load datafile | Only supports Universal Data Structure Format |
| ***Joy of Tournaments Upload System*** |  | Generate/load datafile | Only supports Universal Data Structure Format |
| ***Cal State Fullerton tournament upload system*** |  | Generate/load datafile | Only supports Universal Data Structure Format |
| ***NCFCA text upload system*** |  | Generate/load datafile | Only supports Universal Data Structure Format |
| **ENTRY** |  |  |  |
| ***Tabular entry of schools contestants judges*** |  | Not currently supported |  |
| ***Enter schools*** |  | Enter or edit schools and change acronyms |  |
| ***Enter Contestants*** |  | Enter or edit teams |  |
| ***Enter Judges*** |  | Enter or edit judges |  |
| ***Enter Rooms*** |  | Enter or edit rooms |  |
| ***Enter Blocks*** | Enter Judge Blocks | Enter conflicts by judge |  |
|  | Enter contestant blocks | Enter or edit judge preference and conflict information |  |
| ***Enter judge preference sheets*** |  | Enter or edit judge preference and conflict information |  |
| ***Enter Judge Ratings*** |  | Enter or edit judges | Rating; note these are tab-room assigned |
| ***Change Judge Columns*** |  | Not applicable |  |
| ***Enter Team Ratings*** |  | Enter or edit teams | Rating; note ratings are numeric |
| ***Select a pool of judges for a prelim round*** |  | Enter or edit judges | Note you can toggle the display to show only elim or only prelim timeslots, and can set a default for all columns |
| **FORMS** |  | Note that any grid displayed on any screen in CAT can be printed | |
| ***Print schools*** | Print school list | Enter or edit schools and change acronyms |  |
|  | Print registration sheets | Registration and ballot printing |  |
| ***Print contestants*** | Print contestant list | Enter or edit teams |  |
|  | Print team cards |  |  |
| ***Print judges*** | Print Judge List | Enter or edit judges |  |
|  | Print judge cards |  |  |
|  | Print judge selection sheets | Registration and ballot printing | Print pref confirmation sheets |
|  | Print judge conflict forms | See print teams |  |
|  | Print Judge Priority for use |  |  |
| ***Print Rooms*** | Print Room List | Enter or edit rooms |  |
|  | Print room move list (prelims) |  |  |
| ***Print notes*** | (Team, judge, room, limit by round) |  |  |
| **CARDS** |  |  |  |
| ***Change contestant cards*** |  | Only ballot entry screen |  |
| ***View judge cards*** |  |  |  |
| ***View registration sheets (listed by school)*** |  |  |  |
| **OPERATE** |  |  |  |
| ***Enter ballots*** |  | Ballot entry |  |
| ***Schedule options*** | Schedule round automatically |  |  |
|  | Schedule judges automatically | View a pairing for manual changes | Click any judge on the pairings, then “auto pair” |
|  | Schedule rooms automatically | View a pairing for manual changes | Click any room on the pairings, then “auto pair” |
|  | Schedule round manually | Pair a round manually |  |
|  | Power match on screen | Pair a round manually |  |
| ***Display schedule*** |  | View a pairing for manual changes |  |
| ***Print ballot labels*** |  | Registration and ballot printing |  |
| ***Print a ballot for each judge*** |  | View a pairing for manual changes | Can print a .pdf and print individual pages |
| ***Check Rounds*** |  | View a pairing for manual changes | Audit round – lower right |
| ***Print Schedules*** | Print all preset rounds (checking purposes only) | View a pairing for manual changes | Note that clicking the “print” button allows you to print any desired information |
|  | Print tab room copy | View a pairing for manual changes | Note load settings allow the display of team records |
|  | Print tournament schedule | View a pairing for manual changes |  |
| **RESULTS** |  |  |  |
| ***Main results printouts*** | Print packet results | Only posted online |  |
|  | Print teams/contestants in order | Results information |  |
|  | Print speakers in order | Results information |  |
|  | Print sweepstakes reports | Not supported |  |
| ***Print judge or side distribution reports*** |  | Results information |  |
| ***Ranking reports*** | Print NDT ranking results | Only posted online |  |
|  | Print CEDA sweepstakes report | Only posted online |  |
|  | Print report for the TFA | Not supported |  |
|  | Compare NDT results sets | Not supported |  |
| **ELIM** |  |  |  |
| ***Set/change elim round bracket*** |  | Elims | Load, then click “reset and fill first elim” |
| ***Enter elim judge rating sheets*** | Enter circle/strike sheets | Not separate, but can re-download |  |
|  | Enter judge pref 1-6 sheets for elims | Not separate, but can re-download |  |
| ***Select pool of judges for an elim time slot*** |  | Enter or edit judges | Note you can toggle prelim and elim timeslots |
| ***Schedule elim judges*** |  | View a pairing for manual changes, or STA | Placed same as in prelims |
| ***Enter elim results*** |  | Elims | Click a debate and enter ballots, or “download web ballots” – note winners automatically advance |
| ***Elim printouts*** | Print Elim Bracket |  |  |
|  | Print elim results |  |  |