

Managing Tournaments with Tabroom.com

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October 15, 2009

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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, starting with allowing schools to register themselves on the website, through paneling and tabulation, to publishing results on the web.

Hopefully you will find tabroom.com 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, did not implement our local rules correctly, or did not allow us to use more than one computer at a time for data entry, or some combination of the three.

So this software does tournaments as we do them in Massachusetts and the Northeast in general, allows unlimited numbers of computers (since it just runs over the web) and it's free since I wrote it. There are no limits to the size of tournaments, number of schools, etc.

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 program.

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 Administrators

The first level of organization in Tabroom.com is the League. Every tournament must belong to a league within Tabroom. Tabroom also has a catch-all league "High School Invitationals" for those tournaments that do not operate under the auspices of an organized league; if yours is a standalone tournament chances are it will be under there.

If you are not a League Administrator but only interested in setting up a single tournament, skip ahead to the next chapter.

If you are set up as a League Administrator, you will have the ability to edit the league website for your league on tabroom.com, create tournaments, give others the power to access tournaments within your league, give others the ability to be a league administrator, and manage dues and due payments if your league manages them through Tabroom.com.

You can also manipulate the student rosters and team entries of schools within your League. Be sure to use your powers as a League administrator for good, not evil.

The leagues that you have administrative powers over will appear on the initial screen after you log into Tabroom.com under Leagues in the right sidebar, beneath any tournaments you have administrative powers over.

Click on the league to begin.

2.1 League Functions

On the right hand column of the screen that appears, you'll have a host of options for managing your League. The first thing you can do is search the schools and coaches of your league by name, if you need to look up an email address or change something. Search for a school if you need to add students to the school, find out who the school's point of contact is, or give a new coach access to an existing program.

Underneath that, you have a bunch of links to various functions that you can perform on the League itself.

2.2 Name: Change the League's name

The first thing you will see is some basic info about the League in the left portion of the screen; name, abbreviation, and the like. Feel free to edit these, but keep your abbreviations short; when tournaments from your league appear on the front page of tabroom.com, a long abbreviation will mis-align the listing.

You will also see the listing of tabroom.com accounts and coaches with league administrator's powers, and can add and delete coaches from the same listing. Be sure not to accidentally delete yourself, you won't be able to fix it.

2.3 Settings: General League options.

Under this screen you can set a variety of preferences and settings for your league. The preferences are actually explained directly beneath each one, too.

- **Active League:** "No" will prevent coaches from registering or joining your league, and will remove your league from the front page.
- **Host Site Here:** This setting allows you to have your own website hosted by <http://www.tabroom.com>. It requires additional configuration; email requests@tabroom.com for more info.
- **Open Account Creation:** "Yes" allows any account or chapter to join your league. "No" means you have to approve all new accounts. Use "Yes" here if in doubt; "No" is an administrative hassle.
- **Track Bids:** Track bids for a state league that uses the system for all your tournaments; this allows individuals to qualify automatically for your state tournament.
- **Public Emails:** "Yes" allows any coach joining your league to send emails to the email contact lists for the league. "No" means only League admins can send emails. Tournament directors can always send emails to the registrants of their tournaments.
- **APDA Seedings:** A setting for the "free", "half" and "full" registration options required by the American Parliamentary Debate League.
- **Use Regions:** For leagues divided into regions or qualifying areas (NYSFL, etc); each region may have a director or point of contact who can review the registration for his/her region's schools.
- **National Catholic Forensic League rules:** Use the various customizations for the National Catholic Forensic League. If you are not the NCFL you definitely want to set this to "No". These settings/rules are NOT useful for local Catholic Forensic Leagues and diocese qualifiers, only the Grand National tournament itself.

2.4 Website: Announcements on the Web

You can create a page on tabroom.com for your league – this page is what will appear when folks click on the red link on the left of the main Tabroom.com page for your league's listing. Website items will be organized into categories.

Create a category first. Categories will appear as links at the top of your league webpage and all the stories linked to that category will appear below it. Your League's tournament schedule will automatically appear on this website as a separate category.

Then, once you have categories, you can create web articles within those categories. Click on Create once you have selected the appropriate category. Give the article a title, and enter the article text in the

box. Checking the "Put On Front Page" option will cause the article to appear on the very front page of your league's webpage as well as within its category, until the article has been superseded by newer ones (the front page will show the most recent 6 articles). Uncheck Published Article if you want the article to be private for now, not on the website at all – such as an article you're working on but still is only in draft form. You can also upload an attached file below the article text if you need to post a form or something for your League members to download.

Then hit "Save and Publish Article" and your article will be on the website. You can, from the Website edit screen, also search for and edit/manipulate already existing articles, if you find you've made a mistake.

2.5 Email: Sending Email Announcements

You can send emails through tabroom.com to the various members of your league automatically. The emails will be catalogued and recorded in the tabroom.com system.

To do so, click Email. You'll see the register of past emails in the system already. To compose a new one, click Compose Email on the top right of the email listing. You will then be able to type in a subject, the text of the email, and who the email should go to. "All Members" will send the email to everyone; the other options will be if you only want to send the email to those schools registered for a given tournament.

All Members emails or tournament emails will not go to schools or chapters that have not marked themselves as active members of your league – this is useful usually for schools that have stopped competing, or schools from outside of your league that come to only one or two tournaments within your league. The emails may also not go out to all active member coaches – some coaches may have set up email preferences so they never get emails from tabroom.com, in which case they're going to miss out. There's not much we can do about it, to comply with various anti-spam regulations such settings are required.

2.6 Tournaments: Creating new Tournaments

Here you will see a listing of all your existing tournaments so far (there should be none if this is a brand new league). You can edit existing tournaments once they are added in, and delete existing tournaments as well. The listing will only show the current school year's tournaments; you can go back to previous school years by entering the ending year in the box at the bottom of the screen.

To create a new tournament:

1. Click the blue Add New button at the bottom of the tournament table.
2. Enter the name of the tournament, the starting date and ending date (should be the same for a 1 day tournament), and the email address of the main tournament director. Please note, the tournament director will need to have a tabroom.com account for this to work.
3. (Optional) Under Copy Tournament, 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 a lot of time. This will copy over everything from the previous tournament except schools, judges, and student registrations.

Click save, and the tournament is created. Now you must add a tournament site. If you've created one already (see the next section) select it under Sites and click Add Site. You can add multiple sites to a tournament, but be aware the system will make no effort to keep judges from judging in multiple sites if you have a single judging group's events in multiple sites (such as having 3 IE events in one location and another 3 in a different location) unless you make use of judging pools, described below.

You can also add additional staff to access your tournament. Enter their email addresses and hit "Add Staff." If you want these additional staffers's emails to be publicly listed on your tournament information page, check the "Tournament Contact" box and hit save. If this staff person is only doing data entry for your tournament, and doesn't need and shouldn't have access to registrations and results and the like, check the "Entry Only" box and hit save.

2.7 Tournament Sites: Locations for your Tournaments

Often the same school will host multiple tournaments, and year to year the same school hosts the same tournament. As a result, the tabroom system doesn't track the rooms in a given tournament, but instead sets up tournament sites which you add to the tournament so you don't have to re-enter the same rooms year after year. Thus a tournament must have one (or more) tournament sites to function and assign rooms.

Click Add Site to add a site. You can enter directions to the site (optionally) and also list a site host, both of which will appear on the public website for your tournament information. Both of these are optional however; the site only really requires a name. The Ballot Dropoff Location is a line which will appear on printed assignment sheets & cards for judges if you print them out individually for that site – something like "Library on the 2nd floor" will do here.

2.8 Schedule: Your online schedule & events

Under Schedule, create events which you want to appear on your League website's schedule of events which are not tournaments. Things such as out-of-league tournaments of interest to your membership, or meetings or training workshops where no online registration is required, would be useful here.

2.9 Membership Types

If yours is a league with one or more dues payments required to participate in certain, or all tournaments, you need to set up Membership Types with the corresponding dues required here. Put the charge, together with the description and name for the membership class, into the proper fields after hitting "Add New Membership Class." A table of the current membership classes, together with options to delete and edit existing classes, will be on the main screen. You can also check out who is a member of each given class.

You can restrict registrations on a tournament by tournament basis to only paid members of certain classes; for instance, if most of your tournaments are open to non members, but your final, end of year championship tournament is restricted only to paying members, you should create a membership class for members, and one for non members, and then later restrict registrations for your championship tournament only to the member class.

2.10 Dues & Payments: Manage league membership dues

Under Dues & Payments, you can manage dues for your league. Set the treasurer by email – and the mailing address recored in the treasurer’s account will be automatically appended to dues invoices. Record payments here and send out email invoices to chapters individually, or chapters which are not current on their dues. Click on Record Payments to record which of your members who owe dues have paid and how much, and check the box to indicate whether they are fully paid.

Chapter 3

Tournament Directors

All right, so your league is all set up (or you didn't read the League part because you are not a League administrator) and now you're ready to set up an individual tournament. This is the meat of tabroom.com.

First, as a tournament director, you'll want to access your tournament itself. Log into tabroom.com. If you are set up with access to a tournament, it will appear in blue below a heading called Tournaments in the right hand section of the main screen. (You can return to this main screen at any time by clicking on your name at the top of the header in tabroom.com when you are logged in.)

You'll now see a long menubar underneath the header which contains menus about various things which you will use to manage and direct your tournament.

3.1 The Account Menu

The account menu is a couple of options that deal with your own user account. Click on Home Screen to return to your main login home screen, which is also accessible by clicking on your name in the top right of the header bar. Click on Edit Profile to change your email, mailing address, contact info, or other details, including your account password. Choose Lock Session to turn this login into an entry-only session; once selected the tournament will kick to the ballot entry screen and the login will be unable to access paneling, results, and other information other than the ballot data entry screen, until it is unlocked by you using your password.

Please do not give your password to others; they will be able to access your students' information and tournament if you do. Also note that each tabroom.com account can only be logged in once; if you log into another computer, the first computer's session will be terminated. So if you have multiple people entering ballots, do not log in for them – each should have their own tabroom.com account and given access as an "entry only" account, described under Setup.

And finally, Log Out, surprisingly, logs you out.

Chapter 4

Tournament Setup

Tournament setup is where you establish your event & registration 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.

It is a good idea to do these steps at the start of the season, as the public website will list out your tournament's events and other policies and information, so it's a good idea to have that available as soon as you can when people plan out their school years.

4.1 Name and Invite

Quite simply, this screen will allow you to change the name of the tournament, and upload a file-format invitation which will then be downloadable from your tournament information page on tabroom.com

4.2 Dates & Deadlines

Here you can create the dates of your tournament itself, and various registration deadlines that appear in a sequence. For a one-day tournament, make the start date and the end date the same – don't leave the end date blank, or you'll get an error.

The purpose of "Online Registration Opens" is clear enough, I hope.

New Entries Due By is the last day that people can enter new students into events for your tournament. You can, as the screen says, make some events' entries due earlier under their screens in Events, below. However, the earliest deadline wins; if this deadline is before the event-specific deadline, the event-specific deadline will be ignored. The New Entries deadline is also the registration fee freeze date – drops taken before this date will be completely deleted from the system, while afterwards they will only be marked as drops – and schools will be on the hook for registration fees even if the students have been dropped.

Judge Entry Deadline lets you set a separate deadline for judge information. Sometimes you'll want to make sure you have student information by a certain date, but can allow schools to enter their judges and hired requests later on in the process. Use this date to do so.

"Coaches can Drop or Name Change Online until" means that coaches can access their online entry and switch names or drop students themselves until this date. It should be equal to or later than the new-entries deadline – basically use this as a way to allow coaches to mark a drop without having to email

you after the online deadline for new registrations has passed, it's much easier. I recommend setting this to the last possible minute before you intend to panel your tournament, since it'll cut out a lot of email traffic and the like.

And finally, "Point Past Which Adds & Drops Incur Fines" is how you can control last-minute drop nuisance fees and fines. If a school drops a student after this date, or you do so within the registration interface, the drop or the add fine (set below) will be automatically added to their invoice.

4.3 Access

The Access screen determines who has access to your tournament. Every tournament must have a primary contact, whose email address will appear on the main tabroom.com screen. Additional tab staff can be added below by putting their email addresses into the box. The email address must correspond to an already existing tabroom.com account, it doesn't work with just any old address.

If you check the "List as contact" box, then their emails and names will also appear on the main tournament screen. If you mark them as "Data entry only" this account will be able to enter the tournaments only to enter ballot results; they will not be able to perform any other operations on the tournament.

Click Grant Access once you've filled in this information to add the tournament staff. You can also click Remove next to existing staff to delete their access.

4.4 Rules and Settings

Under the Rules & Settings Menu, you will find a sequence of submenus governing various parts of your tournament's rules and setup. You'll want to work your way through them one at a time.

4.4.1 Registration Settings

This governs mostly the rules about registration. Most of the options should be self-explanatory. A few notes:

- "Require adult contact" info simply means the schools have to type something into two boxes to get into the tournament itself. Unfortunately there's no way to guarantee that schools have typed in an actual adult name and phone number – the computer isn't smart enough to tell the difference. You'll need to verify that schools have actually typed in an adult contact yourself, since unfortunately several schools which should have known better have typed in garbage to try and get around this restriction.

- "Log Registration Changes" keeps a running log of all the changes registrants – and tournament staff – make to who is entered and who is dropped, and when, and by whom. Be advised that this log, which can be cleared, creates an awful lot of data really fast. I'd recommend not having it on for the first period of your registration, and then turn it on towards the end when things get a little more hectic and deadlines start hitting and the like.

4.4.2 Paneling Settings

Here you can create the guidelines that the system will use when paneling your tournament. When you panel your speech and congress chambers, the numbers you enter will be used as guidelines; you will

still be able to select how large your sections will be later one. Enter, therefore, your largest possible room as the maximum, and your smallest as a minimum, to expand your options.

4.4.3 Tabulation Settings

General tabulation rules; again most should be self explanatory. Some notes:

- Ballot Audit Method: Tabroom.com supports two methods of enforcing a double check of ballot entry. The first method listed is Check Ballots Visually. Each ballot will need to be entered first by one person, and then visually audited – a person will type in the ballot code in "audit mode" and then inspect the entry to make sure it matches the ballots themselves. This method is not recommended; I recommend the second, which is Enter Every Ballot Twice. In this method, each ballot will have to be entered two times the same way before it is recorded – you enter it once, and then a second person enters it again, and only then will the entry "take" and the ballot be marked as complete. If the second entry disagrees with first, a warning is raised and the ballot has to be entered again – until two entries in a row agree. The last method, which is Living Dangerously, is not using a ballot audit method at all.

The option for "No-show students are forbidden from breaking" means that if a student does not appear for a given round, they can be marked as a no-show without a rank, and then continue to be ranked for other rounds in the system, but they will never advance to elimination rounds. Use this if a kid misses a round and still wants to be recognized for their other rounds of competition, but cannot win awards as a result.

4.4.4 Tiebreakers

Tiebreakers are how you advance and sort students in the system for results and elimination breaks at every stage. The number and how the tiebreakers work changes frequently, so instead of documenting them here, there's an explanation in the system itself under ExplainTiebreakers on the top right corner.

In general, tiebreakers follow a singular pattern.

First, select the type of the tiebreaker for the tier you're doing.

Second, set the priority. All the tiebreakers at a given priority will be added together – and there can be multiple tiebreakers at a given priority. Use this, for instance, if you want a given tiebreakers from eliminations to be the cumulative score from prelims PLUS the cumulative score from elims; but don't want to select "from all" because then after finals are run, those scores too will be added in retroactive if you go back and check the eliminations break.

Third, set what counts. For certain tiebreakers, this doesn't work – for instance, Judges Preference will always count ONLY the last active round. However, for others, like ranks, reciprocals and points, only certainly segments of the tournament might want to be counted.

Last, set the multiplier. This setting multiplies this tiebreaker by a given factor. This setting is useful if you wanted to, say, count the final round ranks twice as much, and all the other elims once – enter two tiebreakers at the same priority level, and then for one count Finals and enter a multiplier of 2, and for the other count Elims and enter a multiplier of 1.

4.4.5 Sweepstakes

4.5 Events

Here, you can set up the events your tournament is offering, and change and set their individual entry policies.

Events are organized into two separate hierarchies. First, events are organized by judge groups. You must create judge groups first before you do anything else.

4.5.1 Judge Groups

Judge groups are a collection of events that share the same source of judges, and therefore judge policies specific to the events are usually also set by judge group. So Lincoln Douglas might be one judge group, and then Varsity and Novice LD both created as events within that judge group. Or IE might be a judge group, with Duo, DI, HI, Extemp, etc all within it.

Create a judge group by hitting the button that appears on the screen. You can edit a judge group by clicking on the judge group's name after it's been created.

There are many options under Judge Group settings. They're mostly explained on the judge group page itself.

4.5.2 Event Classes

Underneath each judge group are event classes. Event classes have a sort of dual role, that will likely disappear in future versions of tabroom because they're not the same. The first is that they govern judge ratings – judges are rated by coaches or student by classes, so a common grouping for classes is to split the Speech events into Address (Extemp, Oratory, Dec) and Interp (Duo, DP, OI, etc). That way a judge can be rated independently for the two types of event.

The second function event classes serve is to limit double entry policies. You may want to permit double entry at your tournament, for instance, but not for students entering in Policy Debate. To do so, click Forbid Double Entry for the class that Policy Debate belongs to, while having it enabled for your tournament as a whole.

You can also selectively restrict double entry. Let's say that you want to allow double entry, but that students may not double enter in two prep room events (US Extemp, International Extemp). Create a class called Prep Room and then click "Not within this class" under Double Entry.

4.5.3 Events

Underneath the classes, you may create the events themselves. There are a lot of options under here, most self-explanatory. Some notes:

Overall Event Cap means that entries after that limit for the event as a whole will be rejected (or placed on a waitlist, which you can manage, if you select the option over on the right). Per-school cap means each school can at most enter the number you enter, and further entries will also be placed on the wait list, even if the event as a whole is not full.

The Ballot you upload is not going to be printed from the system; the master ballots are generated differently. This is simply a chance to upload a sample ballot which registrants may look at from your tournament's information page.

"Judges can block from event" means that registering coaches can forbid their judges from judging this event. The most common use is when older students are permitted to judge novice categories, but should be blocked against judging varsity categories. So if a senior student was registered as an LD judge, enable coaches to block registrants from judging Varsity LD, so you know which judges should be assigned to only judge Novice LD rounds.

4.5.4 Event Flights

Flights are used to determine double entry if doubling is set to By Flight in the registration setup screen. Otherwise this menu item will not appear.

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.

4.6 Schedule

Then you must create your tournament schedule.

There are two different concepts within scheduling on tabroom.com. The first is that you must create timeslots which describe each time block within your tournament. Then you create rounds, which link a round of competition in an event to a time block. Not every event will have a round in each time slot. Keeping an accurate schedule is critical to making the best use of your judges.

4.6.1 Creating Time slots

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. Judges who judge the one event will not be assigned to judge the other, as these rounds overlap. If you have back to back rounds (10:00 - 11:00, 11:00 - 12:00, etc) you can optionally set the system to either allow or forbid judges from getting back to back rounds, depending on your tournament site & logistics, in the settings above for Paneling.

First, create time slots for every block of time in your tournament, assigning a label and a starting date and time and an ending time for each time slot. For one-day tournaments you will not have to set the date, only the time.

Time slots may not span multiple days, because that's just insane. I refuse to enable any tournament to intentionally schedule a round that extends past midnight. I'm sorry, I just won't do it.

4.6.2 Assigning Events to Time slots

Once a timeslot has been created, hit the "rounds" link next to each timeslot on the schedule screen, and check which events should have rounds in that time slot. Rounds will then be created, numbered in order based on timeslot. So even if you create an afternoon round first and then a morning round second, the morning round will be Round 1 and the afternoon round 2. You can do fancy things with rounds later, such as pre-assigning elim rounds to rooms and selecting judges ahead of time for them. But those come later.

4.6.3 Assigning Judge Pools to Time slots

You can also designate a certain pool of judges to a given time slot. We haven't covered judge pools yet – those are below. However, once you create a certain pool of judges, such as "judges assigned to Quarters" or "standbys for Round 2" you can then assign that pool to a given timeslot, and the judges for that round will be chosen exclusively from that pool. That way you can tell judges which elim rounds or prelim rounds to appear for, instead of forcing all your judges to appear for every standby round, which nobody ever does.

4.7 Judges

The judges menu allows you to set various options touching on judging. Most of these options are high level for larger tournaments, and all of them are optional.

4.7.1 Judge Ratings

Here you can set up the method and tiers you use for the judge rating system you have selected. To use judge ratings, you must also enable them in the judge groups as well, for there are different methods. For community rating systems, where the scores are going to be averaged or added together, the tiers **MUST** be numerical (1, 2, 3). For other rating systems, you can use either number tiers or letter ones.

4.7.2 Burdens

These set the judge burdens each judge group faces. These settings are also set in the Events screen for each judge group, this is just a quicker way to manipulate and check them all at once.

4.7.3 Hires

This screen manages the cost of judges that you provide to your registrants. Again, this can be set in the Judge Group settings but this is just to see the tournament-wide settings all at once.

4.7.4 Partial Judges

This section is to deal directly with the trouble that can happen on multi-day tournaments where some coaches feel it is sufficient to register a judge, covering an entire judging obligation, and then mark in

the notes "Friday Only", thus only doing half, or a third of the amount of judging they really should do to cover the obligation. You then, as a tournament director, have to find a way to compensate for those missing time slots. Using this setting, you can do so.

To do it, create a partial judge block category, then define the times that it will block a judge that is registered against that bin, and then you can charge a selective fine for that bin. So if a school should be charged \$150 for a missing judge, and \$50 of that for a judge that is missing on Friday night, put in \$50 after you create a partial judge block for Friday 5PM-9PM or something like that. Then if schools are short a certain number of judges in a given time block, they will be assessed this fee for however many judges they are short in that given time block. That means that if a school registers two judges, one blocked against Friday and one for the rest of the tournament, they together will fulfill one judging obligation.

4.7.5 Judge Pools

This is a fun one, mostly of use for tournaments with multiple elim pools, or something.

You can set up three different kinds of judge pools. The first kind are preliminary round pools. These are pools which judges must be assigned to, typically only one pool per judge. They're a way at very large tournaments to divide your judge pool up for prelim rounds, such as when NCFL Nationals will take a single event or a couple events and put them together at a given site. If you didn't create pools, judges would be driving around between sites.

The second category of pool will be more useful to more tournaments: standby pools. Create a standby pool for each elimination round, either before or after you panel judges. Then, the judges assigned to standby in the round will be given the standby as a normal assignment on their judge card or assignment sheets. That way you can tell the judge pool they only need appear for the rounds they are specifically assigned to, not every round. As a result, judges tend to be grateful for knowing definitively when they don't need to appear, and so will be more likely to appear when they are called for a standby assignment.

The last category of pool is for elimination rounds specifically. Assigning an elimination round to a pool will mean both the automatic paneler and manually paneling will only draw judges from that particular judge pool. Put instructions into the box when creating the judge pool to tell judges on their assignment card what to do as a result of being assigned to that particular pool, such as "report to Judges Lounge at 9:00 AM" or something. Ignore the reg burden for now – it's not used except by NCFL Nationals.

In all pool types you can assign rounds to the pools, or see/assign judges to them, by clicking the links to the right of the pool.

4.8 Rooms

Rooms are divided into sites; your league should already have imported the site(s) that your tournament will use into the tournament.

You can enter a site's rooms under Rooms->Sites and clicking Enter Rooms for each site. You can also here enter descriptive notes about each room, notes, and a numerical quality score. The quality score is used to govern how rooms are assigned; it must be a numerical score, lowest numbers indicating the best rooms.

Be sure to make the room names descriptive, as these exact names will appear on the schematics and postings for the event. Notes are only seen by the tournament staff, not on the schematics or postings.

You can mark a room as Inactive if you never want it assigned to a competition room going forward. You cannot delete rooms (it would screw up prior tournaments) so if you accidentally enter a nonexistent or otherwise unusable room, mark it inactive.

4.8.1 Room Pools

Once you've entered the rooms to a site, you've created a giant pool of rooms that the entire tournament will draw from. However, you probably want to have a bit more control over which events go where in your space. Exercise that control in Rooms->Event Assignments. Click on Assign Rooms next to a given event. Here you can assign rooms to specific events in a number of ways.

First, click on "In Pool" to assign this room to a pool for this event. This will prefer this room for this event. You can assign a room to multiple events if you wish; the events it's assigned to will appear on this screen.

Click "Reserve" over on the right to force this room to be ONLY used to by events assigned to its pool. This would be appropriate to small rooms which could only fit Extemp and not full Interp rounds, for instance.

When the room assigner works, it will FIRST use rooms assigned to an event's pool, in order by quality. If it is using more rooms than are in its pool, it will NEXT use rooms that are not assigned to ANY event's pool. It will if necessary LAST use rooms assigned to another event's pool. It will NEVER assign a room not marked in its pool which is checked as "Reserve". So if you wanted to specify certain rooms for extemp, but don't particularly care which of the other events are assigned to which rooms (a common scenario, then assign those rooms to Extemp, mark them reserved, and assign no other events to rooms – and the room assigner will do the right thing.

4.9 Housing

Several debate tournaments in the Northeast offer tournament provided housing to registrants. You may control the housing with this screen. By default Housing is OFF. Click the button to turn it on. Then, specify how many units of housing that you can offer on which nights, and enter in a policy message that will appear on screen to coaches requesting housing (optional). That's it. The system will then manage housing.

Be aware that if housing fills, the students who request housing afterwards will be placed on a waitlist which you can manage. However, students who are waitlisted for the tournament will also be waitlisted for Housing. So if you remove them from the tournament waitlist you might have to separately remove them also from the housing waitlist – or not, if you don't have any additional housing space.

Students who are dropped from the tournament are also dropped from housing.

To be fair, when the number of housing requests waitlisted or no exceeds the number of housing slots available, all future slots are waitlisted – so that some kid can't cut the line by happening to request housing just after another school has happened to drop their entires, even though there are 20 people lined up waiting for a slot who registered earlier.

4.10 Money

Ah, moola. The thing that makes the tournament go. Maybe, just maybe, if you make enough money, you'll end up with ten cents per hour you worked to make the tournament happen. Ah well.

Under Entry Fees, you can set all the events' entry fees at once, for handy. You can also set a per-student fee, if you're surcharging for meals. So say that you charge \$20 for the first entry, or \$30 for the first Duo/Policy/PF entry, but then \$10 for each additional entry, the first \$10 of which goes towards student meals. You'd set a \$10 per-student fee, and then \$10 entry fees for each event entry.

For the event fees, this screen is handy if you want to do an across the board increase or cut, and just want to change everything at once.

Underneath that, you can set up a school-wide fee that will be applied to every school when they register for your tournament. You can time-bound this fee, say, to only charge it to people registering late, or something like that. Or you can apply a school fee to everyone already registered, in case you thought of something last minute.

4.10.1 Fines

Here you set the tournament's joy and wonder, the fine. There are various antisocial practices that tabroom can automatically punish. The first two are fines for adds or drops after the Fine-Free deadline. Note that these are in addition to, not instead of, entry registration fees.

The second two are for fines the system will automatically apply to judges who don't show up to judge rounds. The first is for prelim rounds, the second for elimination and final rounds. These are applied when you manually remove a judge from a panel using the "Remove and Fine" button. They will not be applied if you simply "Remove" judges, if they had a good excuse or something like that.

4.10.2 Concessions

And finally, you can take orders for tournament concessions online, such as meals, paraphernalia, transit tickets, etc. The system will allow you to do a free concession – just mark the price as zero, for something that's free but must be ordered in advance, such as a transit ticket or the like.

Chapter 5

Registration

EDITING STOPPED HERE.

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.

5.1 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.

5.2 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.

5.3 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.

5.3.1 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.

5.4 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.

5.5 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.

5.6 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.

5.7 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.

5.7.1 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.

5.7.2 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 6

Paneling

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

6.6 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.

6.7 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.

6.8 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 7

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.

7.1 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.

7.2 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.

7.3 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.

7.4 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:Schemat 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.)

7.5 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 8

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.

8.1 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.

8.2 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.

8.3 Go Home

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