

# Tournament Administration with TabRoom.com

## Introduction

Please reference the TabRoom Manual on the MFA website at:

<http://www.maine forensic.com/resources/>

The software is set up to make sense if you approach it from left to right, and top to bottom. Please DO NOT do anything with the Paneling, Schematics, Tabbing or Results until Friday evening at the earliest!

## Setup - 2-3 weeks before tournament date:

1. Email your Invitation to Kris Deveau at [kdeveau1@gmail.com](mailto:kdeveau1@gmail.com) (for TabRoom setup and MFA website announcement). You are welcome to email it to the MFA listserv: [mail@maineforensic.com](mailto:mail@maineforensic.com) to notify all members.
2. Optional - email to Kris Deveau the names and email addresses of people who will staff your Tabulation room at the tournament. She will add them as tournament staff. (You can also add them yourself later).
3. Plan for Technology needs. Contact your IT person to assure that:
  - a. TAB staff can access the internet on the school computers or their personal computers
  - b. A printer is available for at least one computer for Debate and Speech Tabulation

- c. Content Filtering/Blocking software must be set to allow full access to [www.tabroom.com](http://www.tabroom.com)
  - d. Download the TRPC Debate Tabulation software and install on 1-2 PC's. Download at:  
[http://www3.baylor.edu/~Richard\\_Edwards/TRPC.html](http://www3.baylor.edu/~Richard_Edwards/TRPC.html)
  - e. We have also found that when working on school networks, caching will sometimes cause pages to revert to outdated screens or even to another Tab personnel's login name. When working with TabRoom on a network, click the Refresh button often to clear the cache.
4. MFA has developed a standard tournament setup template. Kris will load the template in TabRoom & email you when it's complete. To access your Tournament Setup, click your Tournament on the right side of the screen.



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- To add additional staff for your tournament, go to Setup > Access. Enter people by their email addresses. They must have a TabRoom account to be listed.



### All About Judges - Counting, Hiring, Confirming Requests for Hire

- Add your hired Judges (by event) in Registration > Judges > Hires. You can continue to add and change these lists as the tournament approaches, but in order to respond to Requests for Hire, you've got to have the Hired Judges registered as Hires - not in your school registration.



- To Review the Judge Totals for each event “Group” go to Registration > Judges. You can List the judge information for each event or Save to a spreadsheet. This will help you monitor overall judge registrations and look for areas of concern. The All-Judge printout is less useful because it does not include Notes. The All-Judge spreadsheet does include the Notes.

NOTE: For Speech events, the “Required” column is not helpful. It is totaling all entries and dividing by 5 - which would be fine except that we run 13 events, so we need at least that many + multiple flights + more to cover conflicts.

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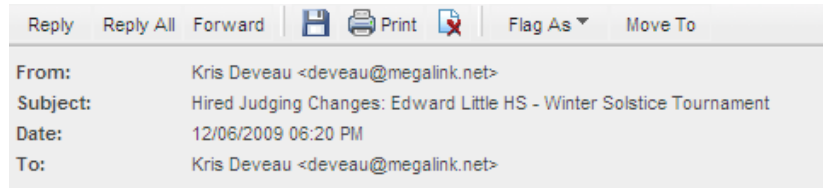
- Next go to the Hired Judging section and click on "Requests". By the time registration closes on Wednesday, you should see Requests for all schools that owe for a judge. If they do not enter those requests, (which you can discover by going to Registration > Schools and reviewing each school's registration information) you can email the coach to remind them that they did not follow the correct Registration procedure, however you will still need to complete the transaction manually as the schools will not be able to Add information at this point.
- To act on all Hire requests that have been logged, click on the Request button.

- Enter the number of Requests that you can Accept. (if it's zero, so be it! - the school will need to make entry adjustments or find a judge). Click "Save Changes and Notify Coaches".
- Return to the Judge Registration page using the button to the top right. The hired Judge section will now indicate the updated Accepted Request status.

NOTE: Email the coaches to notify them of any requests that you cannot fulfill. They will need to find the judges or reduce their entries accordingly.

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7. You do not need to email them to tell them that a Request has been accepted. TabRoom does this automatically. The coach will receive an email like this one:



The Edward Little HS - Winter Solstice Tournament would like to notify you of changes made by the tournament to your requests to hire judging to cover entries in Individual Speech Events.

The following changes have been made by the tournament directors:  
The number of accepted judge hire requests has been increased to 1.

You do not have to take further action; the changes are now fully entered and your online invoice changed to reflect them

Cheers,  
Kris Deveau  
Edward Little HS - Winter Solstice Tournament

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This message auto-generated by the Tabroom.com software  
Tabroom.com: <http://www.tabroom.com>. Tournament information is at  
[http://www.tabroom.com/index/tournament.mhtml?tourn\\_id=605](http://www.tabroom.com/index/tournament.mhtml?tourn_id=605)

### Site Setup - by Thursday before tournament date:

1. To add your facility rooms, go to Setup > Rooms > Site. Add each room that you have reserved for competition. You only need to do this once. Next year, the program will remember your Site Rooms.

NOTE: The program allows “Pools” of rooms to be designated for certain events. It does this using the # assigned as you enter the rooms. (1, 2, 3 etc). So think strategically - when you enter the rooms, group together in consecutive order the ones you will want for speech, then enter debate rooms etc.

2. Enter the Quality Rating as shown. This helps the program select the best rooms for competition.

tabroom.com

Account - Setup - Registration - Paneling - Schematics - Tabbing - Results -

2 Rooms at Edward Little High School [Return to Sites](#)

- Be sure not to make room labels too long for the printed schematics
- Quality ratings should be numbers (1,2,3,etc); lower-numbered rooms are better and used first

[Skip To Add New](#)

#	Label	Quality	Capacity	Notes	Inactive
1.	<input type="text" value="Serd"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="Use for Student Congress"/>	<input type="checkbox"/>
2.	<input type="text" value="Chous"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="Use for Student Congress"/>	<input type="checkbox"/>

[Save Room Changes](#)

Add New Rooms: [Upload New File](#)

#	Label	Quality	Capacity	Notes	Inactive
1.	<input type="text" value="101"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="Has Podium for O/Cs"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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3. Please make a note of rooms that should be reserved for events with special requirements (like a podium for oDec, or larger room for Stuco House). We will let the software assign the rooms for each event based on the Pools we set for each group of events - this will happen on Saturday morning. At that time, some room assignments will be manually changed to account for special event requirements. It only takes a minute.

### Registration Period - up to Friday evening

1. During the Registration Period, you can monitor registration of Schools, Events and Judges on the Registration Menu. Remember that the maximum enrollment of entries and rooms will be at the time the Registration Period ends. During the Drop Period, enrollments and room numbers may go down.
2. Use the Registration > Reports Menu to print Entry Statistics, Room Requirements etc. There are some great reports here!
3. Check the requests for hired judges in Registration > Judges > Requests up to the Registration deadline. Verify that you have responded to all requests that can be met. Communicate back to the school if you cannot meet the request.
4. Review all judging conflicts submitted by the schools and adjust judge constraints. Print a list of judges

for each event group at Registration > Judges > List. Don't use the Print all Judges because it won't show constraints. Use the Judge Constraints button to access the constraints menu.

Code	Last	First	Status	Notes/Special Job	Strikes
(101)	Staples	Karen	Affiliated		
(102)	Staples	Pieter	NEUTRAL (Hired)	strong in listening Conflict with E. Sizeman	
(104)	Henry	Becki	NEUTRAL (Hired)	NEUTRAL	
(105)	Gerry	Bruce	Unaffiliated HS	VERY strong in Interps	
(106)	Blanchette	John	Unaffiliated HS	Strong in all events, coach for UHS	

5. After the Registration Period closes (Wednesday Night), Coaches may only enter Drops. They may email them to you as well. To enter the Drops, go to Registration > Schools > Show Schools > Edit Entries. Click the drop button for each entry.

### Printing - Friday evening

You'll want to prepare your school packets Friday evening.

1. First, go to Registration > Schools > Show School and verify and adjust each school invoice to remove the entry fee for Drops, and remove charges over the MFA cap of \$140 per event or \$210 overall school fee.

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NOTE: There is an issue with calculating invoices that we've asked the developer to edit for us. Schools will be charged for entry fees on dropped entries, and these also count in the Judge requirements. That's not the "Maine Way", so Tournament Directors will need to do some careful counting and crediting until this is fixed for us.

2. After all the school invoices have been adjusted, go to Registration > Reports > and "Print Packets and Invoices without Room Assignments" Make a copy for you and stuff the school copies into a folder with copies of maps of your school.

## Paneling - Saturday morning

We recommend paneling rounds on Saturday morning - Pro - all drops will be accounted for by then, and the paneling will be a full sweep. Con - the pressure of doing everything at once on Saturday morning may require extra caffeine.

1. Before you begin to Panel rounds, the following tasks must be checked off:
  - a. Site rooms have been entered & pools of rooms allocated to each event
  - b. Judge constraints and neutrality has been entered and verified
  - c. All requests for hires have been fulfilled/rejected
  - d. All student and judge Drops have been processed

2. First, export your Debate data to TRPC for setting up the rounds. Go to Registration > Data Management > Export & follow the directions for TRPC. Note that only 4 events can be paneled in one instance of the software. If you are running more than 4 Debate divisions, you'll need to export in 2 separate files.
3. Review Paneling > Schedules to verify that all IE events are scheduled for 3 rounds. If any are short, go to Setup > Schedule > Rounds and click on the checkbox for the event that is missing a round.
4. Ready? Go to Panel > Panel everything. This will take a while - maybe ½ hour to process. After the process completes, go to Panel > Disaster Check to look for issues.
5. To correct issues, adjust rounds, rooms and judge assignments after Paneling, go to the Schematics menu and choose the event to edit.

## Saturday Step-by-Step

(THIS SECTION UNDER CONSTRUCTION)

AM – Computers @ Registration Table

Check-in Schools:

- Call in drops when boarding busses
- Drop Judges
- Drop Students
- Add Judges



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## Back to Tab:

- Check Shenanigans.
- Assign a room for Extemp Prep.
- Assign a room with a podium for Oratorical Declamation
- Return to Setup -> Schedule
  - o Click "Rounds" to ensure rounds one through three are listed as Prelim and have "Round Now" checked.
  - o Round Four listed as Final and "Round Now" should not be checked.
- Paneling -> Panel Everything
  - o Set the number of sections per event. Do not set Debate events.
  - o Check the Panel checkbox for each event. Do not set Debate events.
  - o Check "Assign rooms automatically"
  - o Check "Assign judges automatically"
- Paneling -> Disaster Check
  - o Ignore competitors without assignments for StuCo (5000 & 5100 series codes).
  - o Click on each problem to resolve.

## Round 1:

- Paneling -> Printouts
  - o Print Postings - > All Timeslots, All Events
  - o Print Master Ballots -> All Timeslots, All Events
- Prepare the Judge Packets
  - o For each master ballot, paperclip ballots for number of participants
- POST!

## Between Rounds:

- Paneling -> Printouts
  - o Print Judge Chart -> Last Name, IE (Tab Copy, Judges Lounge Copy)
  - o Print Ballot Checkin Sheets -> Each Round Separately
  - o Print Tab Sheets -> All Events (For Ballot Sorting)
- Prepare the Judge Packets for Rounds 2 & 3

## Making Adjustments

- Replacing a Judge in a Round
  - o Search for Judge code (Registration -> Search)
  - o Click View on round under Assignments
  - o Add Judge from select box or force judge by manually entering judge code.
    - Forcing a judge code can cause conflicts. Double-check neutrality or other conflicts.
  - o Click Remove next to the incorrect judge.
- Moving a Room
  - o Paneling -> Panel Rooms
    - Assign Rooms Manually
    - Choose Appropriate Timeslot (All events if permanent move) & Event
    - Change room assignments and Save Assignments
-

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