



## District Tournament Entry and Results Recording Instructions

E-mail questions to [info@speechanddebate.org](mailto:info@speechanddebate.org) or call (920) 748-6206

***Please note the following:***

All district chairs must collect school entry forms from each school, money owed to the National Office, as well as Single Entry Letters of Intent for applicable students. These must be mailed to the National Office within 48 hours of completion of the district tournament series.

If you use Joy of Tournaments for only part of your district tournament, you must enter results through the NSDA Online Points Application.

If you use Joy of Tournaments for the entirety of your contest, please refer to the second part of this document for instructions.

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***NOTE: All results must be submitted from the Joy of Tournaments computer program, OR through the NSDA online application system, or students will not receive points for the district tournament. If only a portion of your tournament uses the Joy of Tournaments program, then you must follow the instructions on p. 2---4 for those portions that are being done via traditional methods (cards for speech/debate and spreadsheet for Congress).***

### PROTESTS:

**Protests of any district tournament results MUST be made within seven (7) days of the end of the district tournament. If no protest is made, results of the tournament shall be final.**

# Portions of the District Tournament NOT Using Joy of Tournaments

The following is a set of entry and point results recording instructions to be used by District Chairs who are NOT using the Joy of Tournaments computer program to run any or all facets of the NSDA District Tournament series.

## Step 1: Log in

District Chairs record district tournament information by logging into the NSDA points application with the normal login username and password used to record points for your own school. Any chair who does not currently have a username and password should contact [info@speechanddebate.org](mailto:info@speechanddebate.org) or (920) 748-6206.

- Manage Schools
- Membership Reports
- School History
- Personal Information
- Customer Service
- Public Forum Vote
- Policy Topic Selection
- Logout

- District Chair Dashboard
- Tournament Dates
- District Stats
- Manage Tournament
- Enter Students
- Enter Results



← Warning! Do not click these menu items unless you are following the instructions below for inputting entries or results.



High School Honor Society Records

Spark Your History: Enter Points and View Membership Reports

[Login](#) | [FAQs](#) | [Customer Service](#) | [View HS Records](#)



## Step 2: Manage Tournament

After logging in, you will see four additional menu items on the left side (“Tournament Dates,” “Manage Tournament,” “Enter Students,” and “Enter Results”). Before entering school registration information, click “Manage Tournament” and confirm tournament information. If any of the information is incorrect, please make the appropriate change. You are required to put a dollar amount in the “Student Entry Fee” section, however, this is for informational purposes only. NOTE: If you make any changes, you MUST click on the “Save Speech/Debate Tournament Information” or the “Save Congress Tournament Information” buttons.

- Manage Schools
- Membership Reports
- School History
- Personal Information
- Customer Service
- Public Forum Vote
- Policy Topic Selection
- Logout

- District Chair Dashboard
- Tournament Dates
- District Stats
- Manage Tournament
- Enter Students
- Enter Results
- Mailing Labels

- Congress Legislation
- Student of the Year
- Judge Nominations

- My District Contacts
- District Tournament
- Credit Point Report

Return to Current School Profile: **Palo Verde HS, Las Vegas, NV**

### Manage District Tournament

District Name: Golden Desert (NV)  
District Chair: **Ms Shiela Berselli**

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#### Edit Speech/Debate Tournament

\* Tournament Name:

\* Dates:  to

Student Entry Fee: \$

\* Status:

Note: once you've submitted the tournament to the NSDA, you will no longer be able to edit the tournament or enter points

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#### Edit Congress Tournament

\* Tournament Name:

\* Dates:  to

Student Entry Fee: \$

\* Status:

Note: once you've submitted the tournament to the NSDA, you will no longer be able to edit the tournament or enter points

**Do NOT click “Submit Speech/Debate Tournament to the NSDA” or “Submit Congress Tournament to the NSDA” until ALL tournament entry and results data have been entered correctly and you are ready to send your FINAL tournament. You must complete all steps in the process before clicking these buttons.**

### Step 3: Enter Students

Once you have received registration forms for either the speech and/or debate portion of the district tournament series, or the District Congress Tournament, you can begin the process of inputting all school entries into the system. Click “Enter Students” on the left menu, which brings you to the “Select a School” screen. From this screen you can click on each school that will be attending the District Tournament series and enter the students from the registration forms.

After you have selected a school, you will be taken to the “Speech/Debate Students Entered” or “NSDA Congress Registration” screen that looks almost identical to the paper version of the registration forms (see example to the right). You can enter a student on the form by clicking on the drop down menu and select the student’s name from the list provided.

**NOTE: If the name of the student you are attempting to enter does not appear on the drop-down list, the student is not an NSDA member and cannot participate in the NSDA District Tournament.**

Please notify the coach of the student immediately of the non-member student. All students MUST appear on the list 7 days prior to the tournament to be eligible.

Once you have entered the students that will be participating in the particular portion of the District Tournament, click the “Update” button at the bottom of the screen to save the data.

### Step 4: Enter Results

Once ALL entries for all schools attending the tournament have been entered, click “Enter Results” from the left menu, which brings you to the “Select a School” page. All schools with entries appear in blue and all schools with no entries are in green. To enter results for a school’s students, click on the blue “Enter Speech/Debate Results” or “Enter Congress Points” link for that school. Once you are in the results entry page, you can enter wins and losses, ranks, or congress speech/presiding scores. Trophy points and credit points for speech and debate will automatically post, however, you will need to provide Day 1 and Day 2 totals when entering Congress scores (which cannot exceed 40 points per day).

Contestant	Contest	Coach	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Trophy	Credit
Sarah McQue Paul Jones	Policy Debate	-- Default Coach --	W	W	W	L	L								5	34
Katherine Nix Kyle Oakes	Policy Debate	Chloe Vossekuil	W	L	W	L									4	26
Sarah McQue	Dramatic Interp.	-- Default Coach --	2	4	1	2	5								5	26
Katherine Nix	Humorous Interp.	-- Default Coach --	4	5											2	7
Cary Jones	United States Extemp.	-- Default Coach --	2	2	6										3	17
Ann Harriet McSmith	Original Oratory	-- Default Coach --	6	1	4										3	16
Tara Oakes	Lincoln-Douglas Debate	-- Default Coach --	W	W	W	W	L	L							6	42
Carter Smith	Lincoln-Douglas Debate	-- Default Coach --	L	W	W	W	L								5	34

**NOTE: Be sure to select – at the top of the screen – a default coach who will receive NSDA points for the students. You may also select individual coaches for each student.**

Once all students’ results have been entered, click the “Save Information” button at the bottom. Failure to do so will result in unsaved recordings. **Please PRINT the screen for each school and send with results.**

## Step 5: Finalizing Results for Submission to the National Office

After you have entered all results for all schools and have completed all facets of the Speech/Debate Tournament and/or District Congress Tournament, you must return to the Manage Tournament screen and click “Submit Speech and Debate Tournament to the NSDA” or “Submit Congress Tournament to the NSDA”. All results should be recorded and results should be submitted to the NSDA within 48 hours of the completion of the Congressional Debate and/or Speech and Debate Tournament.

***NOTE: If your speech portion and debate portion are on separate weekends, please do NOT hit the “Submit” button until the ENTIRE tournament is completed.***

However, if your **Congress** tournament is on a separate weekend, please **DO** submit the first tournament set of results within 48 hours and then the remaining tournament (Congress or Speech/Debate) when it is completed.

***NOTE: You are still required to mail all results cards, qualifier sheets, entry forms (green sheets), spreadsheets, etc. to the NSDA office within 48 hours. Results are not final until materials are received. Please include a printout from the points system results screen for each school as a backup.***

Again, we have personnel available to assist you in the entry and recording process. Email us with questions or call the National Office.

### **REMEMBER:**

**Protests of any district tournament results MUST be made within seven (7) days of the end of the district tournament. If no protest is made, results of the tournament shall be final.**

# Portions of the District Tournament Using Joy of Tournaments

## Step 1: Print Results

Immediately after your tournament has concluded, print the following to be sent to the National Office for audit:

- Advancing Entries Report
- Alternate Entries Report
- School Reports (Yellow Sheets)

**NOTE:** You may be required to mail additional materials including any fees collected at the tournament to the National Office. Please review communications from the National Office or email [info@speechanddebate.org](mailto:info@speechanddebate.org) if you have questions.

## Step 2: E-mail Results

→ Please e-mail Joy of Tournaments data files within 48 hours of EACH segment of the district speech/debate/congress tournament. So, if there are three separate weekends of NSDA district tournaments, you should send three sets of files.

There are two files that are saved in the directory where you have saved your tournament. They will have the file extensions \*.jot and \*.trn where the star represents whatever you have named the tournament. So, for example, please attach the CentralMinnesota.jot and the CentralMinnesota.trn files in your email to us. If you have difficulty locating these files, please refer to the online manual "After the Tournament" available at [www.speechanddebate.org](http://www.speechanddebate.org) or contact [info@speechanddebate.org](mailto:info@speechanddebate.org) for assistance.

Within 48 hours of your district contest completion email your results file to: [info@speechanddebate.org](mailto:info@speechanddebate.org). We will confirm the receipt of your files at the National Office and begin the audit of your tournament.

The screenshot shows a software window titled "NFL DISTRICT TOURNAMENT REPORT". The report is for the "Amantia" school in the "2001" year. It lists the following contestants and their results:

Contestant	Contest	I	II	III	IV	V	VI	VII	VIII	Credit Points	Trophy Points
Scott Taylor	P. Debate	W	L	B	L						6
Sean Engelen	P. Debate	W	L	B	L						
Julie Genes	P. Debate	W	W	W	L	L				5	
Charlie Rivers	LD Debate	W	W	L	L					4	
Maico Miller	LD Debate	L	L							2	
Trevor Cook	LD Debate	W	W	L	L					6	
Toni Nagle	Duo Int.	2	1	2							6
Amy Little	Duo Int.	2	1	2							6
Angela Richards	D. Int.	1	4	3	1	3				5	
Tara Vasey	D. Int.	2	1	1	3	2	4			8	
Toni Nagle	D. Int.	1	3	2	1	2	2			6	