

2015-2016

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JOY OF TOURNAMENTS · USER GUIDE After the District Tournament Process



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Things to do AFTER an NSDA District Tournament

The following notes will help you have a successful first-time experience with the Joy of Tournaments. The instructions that follow are far from exhaustive descriptions of each process. The **Help** option in the software provides you access to well over 500 pages of documentation. The following notes are geared specifically toward an NSDA District tournament whereas the help pages inside the software contain a lot of information that may only apply to other tournament styles.

NOTE: This document is part 1 of a 3 part series for NSDA District tournaments. Part 2 covers tasks DURING the tournament and part 3 covers tasks AFTER the tournament.

Use this as a checklist for things to do <u>AFTER</u> the tournament:

- _____1. Merge tournaments, if needed.
- 2. Mark deferred students (if not done during the tournament).
- _____ 3. Print the Advancing Report.
- _____ 4. Print the Alternates Report.
- _____ 5. Send the electronic results.
- _____ 6. Send to NSDA the required forms with signatures.

After the Tournament Process

1. Merge tournaments, if needed.

- If your tournament is held on different weekends, or if you tabulated the debate events on one computer and the individual events on another computer, you will need to merge the results back together into one file.
- At the end of your tournament(s), you will have two different data files (one for each portion of your tournament. Most likely they will have different names and they will be stored where ever you saved your tournament data.
- When you are ready to merge the tournaments together you will open up the tournament data that has the **Individual Events**. (You should see all the results from this portion of your tournament.) Do not continue with the merging process until you have verified that you have the IE results. Browse thru the navigation tree to verify that your final rounds all have ballots entered and that the IE results have been properly located.

• Next, go to the File menu and select Administration, and then Merge Tournaments.



 Click on the Browse button to find the .trn file that has your tournament data for the debate portion of your tournament. Once you find the file click Next. (Note: It is VERY important that you know where you saved your data and that you have the RIGHT files.)

In the box below, enter the loca the current tournament. You m	ation of the tournament ay also use the [Brows	hat you wish to merge into e] button to locate the file.	
ļ.		Browse	

At this point, you will need to match the events. If you have not created the debate events on the IE computer (or if you deleted them from the IE computer), the names of the debate will not register in the Current Tournament area, so you will select New Event on the left-hand side of the dialog that

appears. If the IE tournament data file does include the debate events, you'll select the name of the event (i.e., Policy Debate) on the left-hand side and match it on the right-hand side.

 (It is possible that the left-hand side might read "C-X Debate" and the right-hand side read "Policy Debate" if you named them differently for some reason). Make sure the two names you have selected and that are highlighted match each other. Once you have matched the two events to each other, click Next.

Event			×		
	Select one event from each list. The information from the event in the 'imported' tournament will REPLACE the information for the event in the 'current' tournament.				
	Current Tournament	Imported Tournament			
	[New Event] Policy Debate	Policy Debate Novice Policy Debate			
	Novice Folicy Debale				
	1				
		<back next=""> Ca</back>	ancel		

- When the Merge box appears, click the Merge Tournaments button. Then click Finish.
- Repeat this process for the other two debate events as they each must be merged separately. In the end, you will have one data file that contains all the results for all the events.

2. Mark deferred students.

When a student double-qualifies for nationals, refer to the "Single Entry Letter of Intent" form. This form will clarify which event the student chose for competition at NSDA Nationals. Next, you'll need to tell the software which event the student WILL attend at Nationals.

Let's say a student qualifies at districts in both Original Oratory and International Extemp. The "Single Entry Letter of Intent" indicates that this student has chosen to compete in International Extemp at nationals. They DO NOT want to compete in Original Oratory, so you'll need to "defer" in Original Oratory and tell the computer that they have deferred the slot in Original Oratory.

- To do this, you will open the event in where they have chosen NOT TO ATTEND. Click on the **Entries** folder.
- The list of all the competitors will appear on the screen on the right. Right-click on the name (on the **Entries** page on the right) and select **Deferred by Single Entry.**



 NOTE: THIS OPTION IS NOT TO BE USED TO DROP A STUDENT. <u>USE THIS ONLY</u> IF A STUDENT IS DOUBLE-QUALIFIED, because the qualified student IS the actual qualifier, and by deferring him/her, he will not be listed as the actual qualifier in the school's history. (Report these drops directly to the NSDA office.)

NOTES ABOUT THE DEFERMENT OPTION:

• **NOTE 1:** To double-check the deferment, open the **Entries** folder, you will see one student has an asterisk. This indicates that the place has been "deferred" due to the Single Intent letter. The student has chosen NOT to attend nationals in that event.

- **NOTE 2:** If you open the **Finals** folder and then click on **Placings**, you will see that the student still appears in the qualifying place, but the asterisk is there to indicate the deferment.
- **NOTE 3:** If you click on the **Awards** folder, the student also still appears in the same place. Both of these options will still show the actual ranking because many districts still generally announce the "actual" placings in each event.
- **NOTE 4:** If you click on the **Order of Finish** folder, the student will also still be shown in the same place, but again, the asterisk is there to indicate the deferment.
- **NOTE 5:** The Advancing and Alternates reports will not calculate and complete unless all double qualified students have been deferred appropriately.
- **NOTE 6:** The main purpose of the 'defer option' is to make the "Advancing" and "Alternates" accurate. These reports indicate to the NSDA the top competitors in each event that will actually "take" the spots at nationals. The deferred option feature affects both of these reports, but not much else.

3. Print the advancing report.

• The advancing report is required by NSDA to indicate which students will *actually* compete at NSDA Nationals. To print this report, click on the **Reports** link at the top of the page and then on **NSDA District**.

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Events	Rooms by Event		Events				144
Schools Judges Rooms Sweeps	Entries by Event Entries by Squad Cross Entries by School	>	9 Events ** Complete **	Entries 16	Sections 3	Goal 6	Rooms
Schedule Placings by Event Awards by Event		Individual Events 15 Individual Events 29 Individual Events 28	3 5 5 6 4 7	3 0 4			
	Sweeps by School Sweeps by Event Individual Sweeps by School		Individual Events Individual Events Debate Debate Debate	32 24 16 24 38	4 * 8 * 12 19 *	7222	0 0 0 12 0
	Fees by School Results by School						
	Judges by Event Judge Strike Sheets						
	Assignments by Judge						1
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	Results Form Magic Numbers PRP Non-sweeps entry list						
	NFL District						3
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• Next, you will click on the **Advancing Entries** option. Once the report is ready, it will appear on the right.

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Schools Schools Schools Schools Actions Actions	Rooms by Event	Events 9 Events	Â
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	Placings by Event Awards by Event		3 5 3 5 6 0 4 7 4
	Sweeps by School Sweeps by Event Individual Sweeps by School		5*70 4*70 8*20 12212 19*20
	Fees by School Results by School		
	Judges by Event Judge Strike Sheets		
	Assignments by Judge		
	Entry Form Entry Form (Grid)		
	Results Form Magic Numbers PRP Non-sweeps entry list		
	NFL District	Advancing Entries	
		Alternate Entries School Reports (Vellow Sheets) School Congress (Green Sheets)	
NFL District Advan	cing Report		Standalone: 7.12.

NOTE: Be patient. Depending on the size of the tournament, this report could take several minutes to generate. NOTE: The report will not be finalized if there are any students that are "double-qualified". The software will show you a list of students that are double-qualified. (See the section above on how to mark a student "deferred".)

• When the report is finished generating, a page similar to the following will appear:

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Events Ballot Status International Extemp Domestic Extemp		REPORT OF NFL DISTRICT T	OURNAM	ENT	
Original Oratory	The NFL 1	ournament for the			District
e -	Held at	PUBLIC FORUM DEBATE (No. of 1	Teams: 38)		2008
 B → Judges Actions B → → Round 1 B → → Round 2 	Qualifier Qualifier Qualifier	Evangelina Mccrady & Alex Nash Benita Whirlow & Ace Tedrow Kimball Barnes & Alisya Eichard	from from from	Chi Central High School Beta High School Alpha Academy	
🗉 🧰 Round 3		POLICY DEBATE (No. of Team	1s: 16)		
Round 4 Grad 5 Grad Round 5 Grad Round 6	Qualifier Qualifier Qualifier	Adriana Wickes & Clark Pirl Gladys Klockman & Melyssa Kraig	from from	Gamma High School Alpha Academy	
		DUO INTERPRETATION (No. of T	eams: 24)		
Awards Order of Finish Humorous Interp	Qualifier Qualifier Qualifier	Cy Hutton & Jayson Tolke Gabriel Wiggins & Tye Warren	from from	Pi South High School Upsilon School	
Dramatic Interp Duo Interp		ORIGINAL ORATORY (No. of Conte	estants: 29)		
e - ☐ C-X Debate e - ☐ L-D Debate e - ☐ Public Forum	Qualifier Qualifier Qualifier	Beverley Sandys Camden Parrish	from from	Omicron High School Upsilon School	L
Schools		U. S. EXTEMP (No. of Contesta	nts: 15)		
Sweeps	Qualifier Qualifier Qualifier	Al Mauricio Reina Shaw	from from	Nu Academy Gamma High School	
Actions		FOREIGN EXTEMP (No. of Contest	stants: 16)		
	Qualifier Qualifier Qualifier	Larry Brynu Kimball Barnes	from from	Chi Central High School Alpha Academy	
	100000000000000000000000000000000000000	DRAMATIC INTERPRETATION (No. of C	ontestants:	32)	
	Qualifier Qualifier Qualifier	Laz Grant Kory Munson	from from	Epsilon HS Kappa South High School	
		HUMOROUS INTERPRETATION (No. of	Contestants:	28)	

4. Print the Alternates Report and School Report.

 The Alternates Report is required by NSDA to indicate which students are the alternates for competing at NSDA Nationals. The process exactly the same as the steps for getting the Advancing Entries report except you'll click on Reports -> NFL District then on Alternate Entries.

NOTE: The **School Report** is also required by the NSDA. The process is exactly the same as the steps for getting the Advancing reports except you'll click on **Reports** -> **NFL District** then on **School Reports**.

• When the Alternates Report is finished generating, a similar page to this will appear:

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Schedule			
- Actions	Heid at		2008
		BUBLIC FORUM DERATE (No. of Torres)	29.)
	Alternate 1	PUBLIC FORUM DEBATE (No. of Teams:	from Lambda High School
	Alternate 1	Tanaka Warner (Mate Wilkerson	from Kanna South High School
	Alternate 3	Elijah Campbell & Darren Adams	from Upsilon School
		POLICY DEBATE (No. of Teams: 16)
	Alternate 1	Lucas Hall & Angelica Kelly	from Lambda High School
	Alternate 2	Theodore Kern & Rylee Vorsas	from Alpha Academy
	Alternate 3	Patty Rohtin & Gena Byers	from Alpha Academy
			24.)
	Alternate 1	Logiv Stroble & Tom Moulton	from Englion HS
	Alternate 2	Lela Eisenhart & Tristan Doverspike	from Epsilon HS
	Alternate 3	Nellie Taylor & Sherisse Linton	from Zeta High School
		ORIGINAL ORATORY (No. of Contestants	: 29)
	Alternate 1	Linda Kranz	from Kappa South High School
	Alternate 3	Linda Andrews	from Mu Catholic High School
		U. S. EXTEMP (No. of Contestants: 1	5)
	Alternate 1	Thorton Kinskey	from Delta HS
	Alternate 2	Larry Boxer	from Lambda High School
	Alternate 3	Felicity Benford	from Alpha Academy
		FOREIGN EXTEMP (No. of Contestants:	16)
	Alternate 1	Amanda Benson	from Alpha Academy
	Alternate 2	Linda Kranz	from Kappa South High School
	Alternate 3	Linzi Briggs	from Psi East High School
			100 to
	Alternate 1	Nick Tuona	from Tota Prenaratory School
	Alternate 2	Stewart Jackson	from Beta High School
n Help, press F1	1		Standalone: 712
india biess i r			Standalone, 7.12.

5. Submit electronic results.

- Be sure to save your most recent changes. (Click the "Save" icon floppy disk on the top left).
- From the File menu select Upload Results and Begin Upload.
- Be sure to follow up with an email to BOTH results@joyoftournaments.com AND lisa.vossekuil@speechanddebate.org) to indicate that the data has been uploaded to your tournament.
- If the upload fails: Send an email (to BOTH JOT and NSDA at <u>support@joyoftournaments.com</u> and <u>lisa.vossekuil@speechanddebate.org</u>) and attach the *FILENAME.jot* and the *FILENAME.trn* files.
 (NOTE: To find where your data has been saved, you may click on File -> Find JOT data file. Your data file will be highlighted in the box that pops up.)

6. SEND TO THE NSDA OFFICE (within 48 hours):

- 1. Submit data (see above instructions).
- 2. Registration / Entry forms with signatures.
- 3. Single Entry Letter of Intent with signatures.
- 4. Single Entry Letter of Intent Auto Qualifier (if applicable)
- 5. Advancing Entries Report (Qualifiers) with district chair's signature.
- 6. Alternate Entries Report with district chair's signature.
- 7. **NOTE:** Your district's national qualifiers are not official, nor final, until you receive a message from the NSDA office certifying your results.