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JOY OF TOURNAMENTS · USER GUIDE

**Quick Step Guide for Unlocking and Using
the Software for your District Tournament**



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Joy of Tournaments' Quick-Step Guide for Unlocking and Using the Software for your NSDA District Tournament

*For software support, please call 806-773-0162
(available via Monday to Saturday).*

HINT: *It is recommended that you take time to practice using the software prior to the day of your tournament. We recommend that you take one debate event, one Congress event and one individual event and tabulate them from beginning to end in order to become familiar with the software.*

Before the Tournament Process

Use this CHECKLIST as a guide to setting up your tournament:

- _____ 1. Download/Install/Authorize.
- _____ 2. Save your tournament.
- _____ 3. Configure the initial setup.
- _____ 4. Import website registrations.
- _____ 5. Assign codes.
- _____ 6. Create and copy the schedule.
- _____ 7. Add your rooms to the software / assign rooms to events.
- _____ 8. Set up NSDA rules and options.
- _____ 9. Create schematics for IE / Pair debate rounds.
- _____ 10. If needed, assign judges.

Quick tips for things to do BEFORE the tournament:

Reminder: *The following steps are ABBREVIATED reminders and quick tips for completing the set up process before your tournament begins. For a more specific explanation of these steps, refer to the Notes Before the Tournament document found on www.JoyofTournaments.com/help/ under the NSDA District Tournaments section.*

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1. **Download/Install/Authorize.** Update the software on every computer you'll use for tabulation. (QUICK TIP: On your website, click on **Administration** -> Software Download->Full Version. Walk through the steps as guided.)

NOTE: It is vital that you have the MOST current version. Download the most recent version during the week of your tournament.

Authorize the software. When the download is complete a registration page will open. (QUICK TIP: On the registration box that appears, click the **Registration Wizard**->enter your email address and password you use for logging into your JOT website then click **Get Key**. The serial number and key will automatically appear in the boxes. Click **OK**. You should see "Registration succeeded".)

If you need further help in this process, see the detailed instructions on the website at <http://www.joyoftournaments.com/key.asp>.

2. **Save your tournament.** Be sure to save your data where you can find it later (perhaps in My Documents or on your Desktop).

(QUICK TIP: File->Save As....Browse to the location. Type in the name of the file. Click **Save**.)

NOTE: You must REPLACE the "*.trn" that will initially appear in the "File Name" field with a file name representing your tournament (e.g. "NSDADistrict14").

Be SURE the red flashing save button (on the bottom right) disappears; if not, re-save.)
NOTE: Any time the flashing red "save" message appears, your data is not being saved. Wherever you save the data, verify that you've selected a location that won't erase your data when you logout. WARNING: Some schools install software such as DeepFreeze which will remove data when you log out. The computer on your desk may not have this installed, but it might be installed on "public" computers, which you may be assigned to use in another location in a computer lab or library. Ask your technology folks about such issues; you don't want to lose your data!)

3. **Configure the initial setup.**

Name your tournament.

(QUICK TIP: File ->Properties. Change the "untitled tournament" to a name you wish to show up on your postings and reports. Next, set the dates and **MAKE SURE the start and end dates match The Joy of Tournaments website.**) (DO NOT SKIP THIS STEP.)

Set NSDA rules for your tournament.

Next, click on the **Styles** tab and select **NFL District Tournament**. Select any boxes that

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pertain to the tournament. **NOTE:** This is where you select the California Plan option, if you need it.

NOTE: To determine the correct number of qualifiers for your district you'll need to select the level number of your district.

Set the host name and location.

Next, click on the **Host** tab and change the top and bottom boxes (NFL district name and Host Location). Click **OK**.

4. Import website registrations.

(QUICK TIP: **File->Import Website Entries->**Enter your email address and password and walk through the steps as guided.) Sometimes, school servers or security firewalls prevent information from coming in from the internet and may prevent your import. For further assistance and alternatives to this process, visit <http://www.joyoftournaments.com/help/webimport.htm> for detailed instructions.

NOTE: The website import will give you a head start on some of the following steps, so if you are doing this setup work in advance of your tournament, you may repeat the import process again closer to your actual tournament. Prior work on rooms and rounds will not be lost when importing data.

5. Assign codes.

You will need to assign codes to schools AND students for your NSDA tournament. **NOTE:** Each school should be assigned a letter code. ***Codes are especially essential for the Up/Down posting.***

Assign school codes.

(QUICK TIP: Right-click on the **Schools** folder and select, **Assign School Codes** and choose from the available options.) There are two methods for assigning school codes that you may choose.

Assign student codes.

(QUICK TIP: Click File->Assign Codes. Select the best option for your tournament.)

6. Create and copy the schedule.

(QUICK TIP: Open the **Events** folder, right-click on the event and then on **Rounds**. Add rounds to the bottom box then, click on the round at the bottom and set the time and select the options for your tournament.) **NOTE: This is where you will set the lighting and panels for each round.**

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Once the schedule is set for that event you may **copy that schedule** to other events with the same schedule. Right-click on the event with the schedule you created -> Copy Rounds->Select events with the same schedule->OK.)

NOTE: You can always change the schedule "on the fly", but it is recommended that you at least setup the random prelim rounds.

Up/Down Method NOTE: You may set up the first two pre-set rounds and either add more rounds now based on your best guess or you may go "on the fly".

California Plan NOTE: It is recommended that you set up all your rounds in the beginning since the NSDA Manual outlines your schedule based on entries.

7. Set up rooms.

Add your rooms to the software.

(QUICK TIP: On the navigation tree on the left, right-click on the Rooms folder and click **Add**.) You will only *need* to enter the room number in the "name" box and then hit "Enter". **NOTE: By default, the rooms are ALWAYS AVAILABLE. Enter times ONLY if the room has a special schedule.**

Assign rooms to events.

After you've entered the "inventory" of the rooms you have available for use, **assign the rooms to specific events** and rounds.

(QUICK TIP: Right-click on an event->Rooms. Move the rooms over to the **Selected Rooms** box. Move to the next round and repeat.)

8. Set up NSDA rules and options.

(QUICK TIP: Right-click on the event->Properties->Misc.) **NOTE: Repeat these options for each event.**)

Set the tabulation method.

Next to Tabulation Method, select **NFL**.

Choose the ballot style.

For each **IE event**, there is a specific NSDA (NFL) ballot. Next to Ballot Style, select the appropriate **NSDA (NFL) ballot**.) (QUICK TIP for printing IE ballots: Open the **Event** folder on the left and then right-click on the round folder. Then select **Print All Ballots**.)

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For **Public Forum** select **Debate – Team Points** from the dropdown menu.

For **Lincoln-Douglas** and **CX Debate** select **Default** from the drop down menu.

(QUICK TIP for printing debate ballots: Open the **Event** folder on the left and then right-click on the round folder. Then select **Debate Ballots**.) You may add notes (e.g., the topic) in the **Message** box.

Set miscellaneous options.

Click on the **Options** tab at the top of the box. Depending on the event will depend on what options are not “grayed out” and are available for use. For Dramatic Interpretation, Humorous Interpretation and Duo Interpretation you will need to select the **Track Selections** option.

For Public Forum, you will need to select the **Label Aff/Neg as Pro/Con (Public Forum)** and **All rounds flip (Public Forum)** options.

9. **Create schematics for IE and pair debate rounds.**

(QUICK TIP: Right-click on the round under the event and select Create Sectioning or Pair.)

Up/Down Method NOTE: The first two rounds will be automatically created since they are already pre-set.

California Plan NOTE: For the California Plan, the first round is pre-set. Because the second round is powered off the first round, the second round will be created after all ballots have been entered.

NOTE: You may edit your schematic on the left by dragging and dropping the students to different rooms/sections.

10. **If needed, assign judges.**

(QUICK TIP: Right-click on the round and select **Auto Judge Assignments** or **Manual Judge Assignments**.) **NOTE:** When manually assigning judges, you will find a color-code legend when you click on the “?” at the top of the judge dialog box on the Judge Properties page.

Add non-school affiliated judges.

The website will only allow for entry of “school-affiliated” judges. Judges not affiliated with a school will need to be hand-entered. If you didn’t use the website or if you need to add hired or volunteer judges to the tournament, you may do so by right-clicking on the **Judges** folder and select **Add**.

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During the Tournament Process

Use this **CHECKLIST** as a guide for running your tournament:

- _____ 1. Enter a ballot.
- _____ 2. Advance students.
- _____ 3. Monitor cross entries.
- _____ 4. Check speaking order.
- _____ 5. View/Add selections.
- _____ 6. Change sectioning/Change pairings
- _____ 7. "Finish" an event.
- _____ 8. Determine the order of finish
- _____ 9. View sweepstakes information.
- _____ 10. Mark deferred students. (NOTE: **DO NOT USE this option to drop a student.** Report drops directly to the NSDA separately.)

Reminder: The following steps are ABBREVIATED reminders and quick tips for running the tournament. For a more specific explanation of these steps, refer to the Notes During the Tournament document found on www.JoyofTournaments.com/help/ under the NSDA District Tournaments section.

Quick tips for things to do DURING the tournament:

1. **Enter a ballot.**

(QUICK TIP for IE: Open the **Event** folder on the left and then open the round folder. Right-click on the section. Then select **Enter Ranks.**) **NOTE:** No-shows may be entered as "N" or a zero.

(QUICK TIP for Debate: Open the **Event** folder on the left and then right-click on the round folder. Then select **Enter Ballots.**)

2. **Advance students.**

Up/Down Method NOTE:

(Quick Tip: After round 2 ballots have been entered, open the **Round 2** folder, right-click on the **Up/Down/Out** folder and select **Advance.**) All competitors will move to the next round. To view the next round's qualifiers, open the next round and click on the **Qualifiers** folder. Right-click on the next round and select **Create Sectioning/Pair.** Continue these steps all the way through Finals.

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California Plan NOTE:

(Quick Tip: Click on the **Prelim Results** folder and view list of students on right side. Move mouse to point the curser under the last qualifier and double-click.)

(Quick Tip for **Advancing from Semi's to Final rounds**: Click on the **Results** folder under the Semi-Finals folder. On the right side you'll see the rankings as of semi-finals. Right-click anywhere over the rankings list and select **Advance** from the bottom of the menu. To view the final round's qualifiers, click on the final round folder and click on **Qualifiers**. Right-click on **finals** and select **Create Sectioning/Pair**. Continue these steps all the way through Finals.

NOTE: If you haven't created your next round, you need to do this first. (Refer to the "Before Tournament" instructions.)

Revise qualifier list, if needed.

(Quick Tip: Move your mouse over the student's name on the right side and either select **Remove** or **Add Qualifier**.)

3. **Monitor cross entries.**

View cross entries by event.

(Quick Tip: Double-click on the event and click **Cross Entries**.)

View cross entries for the whole tournament.

(Quick Tip: Double-click on **Schools** and click **Cross Entries**.)

Comparing cross entries to another event.

(Quick Tip: Click on the round and view the pairing on the right. Click on the **Set** button at the top of the screen and choose on the event you are cross-checking.) **NOTE:** All cross entered students appear in yellow.

4. **Check speaking order.**

NOTE: To see a detailed visual explanation of these pages, see the "Notes During the Tournament" document found at www.joyoftournaments.com/help.

View the history for a room of competitors –

(Quick Tip: Click on the round and then right-click on the right side--anywhere there is no writing and choose **Show Power/History** from the dropdown menu.)

View the power of a room of competitors (IE).

(Quick Tip: Double-click on round 3 (or higher), then right-click on the right side (anywhere there is no writing). Select **Show Power / History**.

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View the power detail of the competitors (Debate).

(Quick Tip: Double-click on the round then click on **Power Detail**.)

5. **View selections.**

(Quick Tip: Right-click on the event->Properties->Options->Track Selections.) Click on **Selections** under the event and you will see the selections for this event appear on the right.

Add a selection.

(Quick Tip: Click on the **Entries** option under the event. Next, right-click on one of the competitor names on the right side and choose **Selection** and enter the data.)

6. **Change sectioning/Change pairing.**

(Quick Tip: Click on the round and see the schematic on the right. Move the mouse over a name and hold down the left-mouse button and drag it to the position where you wish for the competitor to move.)

NOTE: A pairing may also be edited by right-clicking over the name of a competitor and selecting one of the options from the menu.

7. **"Finish" an event.**

(Quick Tip: Right-click on the last round and select **Re-label Round**. Next, right-click on the event. From the drop-down menu choose **Complete**.)

8. **Determine the order of finish.**

(Quick Tip: Double-click on the event. At the bottom of the tree for that event, click on the **Order of Finish** option.)

9. **View Sweepstakes Information.**

View overall sweepstakes summary.

(Quick Tip: Double-click on the **Sweeps** folder. A list will appear on the right (without the rankings) that shows how many points each school may be awarded.)

View placings.

(Quick Tip: Click on the **Placings** folder underneath the Sweeps folder, you will see the rankings of the schools.)

View trophy points.

(Quick Tip: Click on the **Trophy Points** folder.)

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10. Mark Deferred Students.

(Quick Tip: Open the event where they have chosen NOT TO ATTEND. Open the event and click on **Entries**. 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. USE THIS ONLY 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:** 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.

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After the Tournament Process

Use this **CHECKLIST** as a guide for closing out your tournament (**within 48 hours**):

- 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.

SEND TO THE NSDA OFFICE (within 48 hours):

- 1. Submit data (see below 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.

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Quick tips for things to do AFTER the tournament:

1. Merge tournaments, if needed.

(Quick Tip: Next, go to the **File** menu and select **Administration**, and **Merge Tournaments**. Click on **Browse** to find the .trn file that has your tournament data for the **debate portion** of the tournament. 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.**) 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**. Then, click the **Merge Tournaments** button and **Finish**. Repeat this process for all events until you have one data file that contains all the results for all the events.

2. Mark Deferred Students.

(Quick Tip: Open the event where they have chosen NOT TO ATTEND. Open the event and click on **Entries**. 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**.

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3. Print the Advancing report.

(Quick Tip: click on the **Reports** link at the top of the page and then on **NFL District**. Click on the **Advancing Entries** option.)

NOTE: The report will not be finalized if there are any students that are “double-qualified”. Be sure to mark the deferred students. (For deferring students, see the **During the Tournament** section.)

4. Print the Alternates Report.

(Quick Tip: click on the **Reports** link at the top of the page and then on **NFL District**. Click on the **Alternate Entries** option.)

NOTE: The report will not be finalized if there are any students that are “double-qualified”. Be sure to mark the deferred students. (For deferring students, see the **During the Tournament** section.)

5. Submit electronic results.

(Quick Tip: Click the **Save** icon – picture of the floppy disk on the top left), then 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.vossekui@speechanddebate.org**) to indicate that the data has been uploaded to your tournament.

NOTE: Some computers may prevent this action from occurring due to security restrictions or firewalls. If the results cannot be sent this way, send an email (to results@joyoftournaments.com AND lisa.vossekui@speechanddebate.org) with the FILENAME.jot and FILENAME.trn files attached. If you're not sure how to locate 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 NSDA the required forms with signatures.