

## Monitoring the Data

The bottom 4 entries on the **Entries** menu allow you to take care of business as the tournament gets closer. Most of it is self-explanatory, but there's some features you should specifically think about.

### Entries/Reports/Shenanigans

## REPORTS

Entry Stats		
Total counts	Print	
School counts	Print	
List Schools	Print	CSV
Contact List	Print	
Dbi entry totals	Dbi entry roster	
Prefs totals	Shenanigans	
ADA report		
Event Statistics over time		

Shenanigans are when people enter the same judge to cover different divisions. In other words, Joe Blow will be listed as a judge in both PF, say, and Policy. We will be generous and assume that the registering school has made an honest mistake, but what it means is that they're short a judge. Always check for shenanigans right before and after judge registration closes.

### Entries/Reports/Money

Money/Concessions		
Money Totals	Print	
All Fines	Print	
Concessions	Print	
Diet Restrict'ns	Print	CSV
Schools Owing Money		

If you assess fines during your tournament, they will show up clearly on the **All Fines** printout. Any fine assessed at any time will appear immediately, so when you're pushing ballots and hit **Remove and Fine** for a judge replacement while all hell is breaking loose, a nice record is being kept of it so that you don't have to. The example below has had the school name and judge name redacted, but it does show what they missed and the amount owed.

	Judge J W	Dubs of VLD \$50
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## Entries/Change Log

It is a good idea to set up your tournament to log changes (**Settings/Tournament/Settings**). People will tell you they signed up months ago, when in fact they signed up yesterday. On this Entries page you can see as much or as little as you want of the entries and changes. This used to be a way more important page when we were porting the data over to TRPC, and wanted to check if there were any last minute changes at the registration table, but it is still useful occasionally during the run-up to the tournament.

### REGISTRATION LOG

Between Wed 12:00 AM and Mon 1:54 PM

Day	Time	School	Change	
1/26/2014	8:40 PM	.....	Jim Menick dropped judge Semoncha in VLD	Del
1/26/2014	3:01 PM	Regis	Jim Menick entered PF judge 178598->code (Joe Eddy)	Del
1/25/2014	2:18 PM	Brooklyn Technical	Joe Vaughan dropped judge 119 Cerio in IE	Del
1/25/2014	2:18 PM	Brooklyn Technical	Joe Vaughan entered IE judge 174 Elliot Greene	Del
1/25/2014	2:01 PM	Pelham Memorial	Tom Beck entered IE judge 178503->code (Omar Gouda)	Del
1/25/2014	1:27 PM	Dighton-Rehoboth	Joe Vaughan entered OI A entry () as an admin.	Del
1/25/2014	1:52 AM	Hendrick Hudson	Jim Menick dropped judge 135 Horne in IE	Del
1/25/2014	1:42 AM	Hendrick Hudson	Jim Menick entered IE judge 135 Michele Horne	Del

#### Change logs:

Show Registration Changes

Entry Drops	Print
Judge Drops	Print
Entry Moves	Print
Judge Moves	Print

Show Tabulation Log

#### Date range

From 1/8/2014 @ 12:00 AM

To 3/3/2014 @ 1:54 PM

Go

## Entries/Data Manipulation

#### Entry Manipulation

Add new school	Empty schools
Drop TBAs	Delete TBAs

#### Codes & Names

School codes	School states
Entry codes	Entry names
Judge codes	
Mutually conflict schools' judges	

This is a very important area. Here you can:

- **Add New School**, usually when someone is registering late and can't get in themselves.
- **Empty Schools** brings up a list and allows you to eliminate them from the tournament, which is especially important if you want to track per-school fees. Note that sometimes empty registrations may stick, and you'll have to go into the actual school to get rid of them.
- **Drop (or Delete) TBAs**: If you have TBAs signed up for your tournament, at some point you will want to eliminate them. They're great for signing up early, but often people keep them hanging, and this can wreak havoc with your planning and waitlist management. You should eliminate TBAs about two weeks before a tournament begins. Make sure you let your registrants know a couple of days in advance that it's happening so that they can enter real names.

- Entry Codes:** This one is extremely important, and I recommend you run it before every tournament the morning of the event as a matter of course. During signups, people often change entry names. Often the changes are not reflected in the entry code, and confusion ensues when the rounds are paired. Also, this is your chance to make sure that your entries are coded correctly.

## RECODE EVENTS

Event	Lowest	Highest	Start	Sort by:	
DEC B	400	487	400	By School	Go
DP B	600	698	600	By School	Go
DUO A	500	551	500	By School	Go
EX B	100	168	100	By School	Go
OI A	800	945	800	By School	Go
OO A	300	363	300	By School	Go
PF	Alexandria Potomac HK	Wasatch KS		Initials	Go
CON	1000	1082	1000	By School	Go
VLD	Bronx Science AF	Whippany Park SK		Initials	Go

If you look at this function and see **101 3826** and what you wanted to see was **Central High JF**, you'll need to go back to **Settings/Events/Main** to "Designate entries on schemas/ballots with..." whatever you prefer from the selection. After that, run the entry code fixer, and all will be fine.

## Entries/Emails

Obviously, this is the place whence you send emails to your entrants. Note that you can slice and dice the recipients in a variety of ways. Most useful is the subsection addressed to schools short on judges, especially when the deadline is looming.

### EMAIL REGISTERED COACHES

Subject Line:

Text:

Rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Family, and Font Size.

**Send Email**

**Send email to:**

All coaches

Coaches short on judges

Coaches with TBA names

Or, coaches with entries in:

Declamation (B)

Dramatic Performance (B)

Duo Interp (A)

Extemp (B)

Oral Interp (A)

Oratory (A)

Public Forum

Student Congress

Varsity LD

Or, judges in group:

Congress

Public Forum

Speech

Varsity LD