# 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



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



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 |

**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.



**Entries/Data Manipulation**



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 schems/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:

[B I U | ≡ ≡ ≡ ≡ | ⋮≡ ⋮≡ ⋮≡ ⋮≡ | A ▾ ✎ ▾ | Font Family ▾ | Font Size ▾ | ⧉ ⧉ HTML]

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 ☐