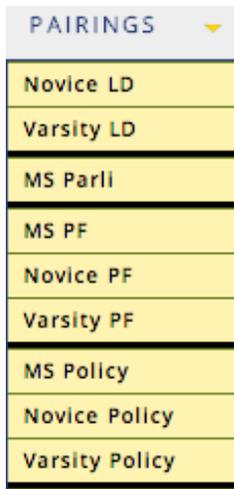


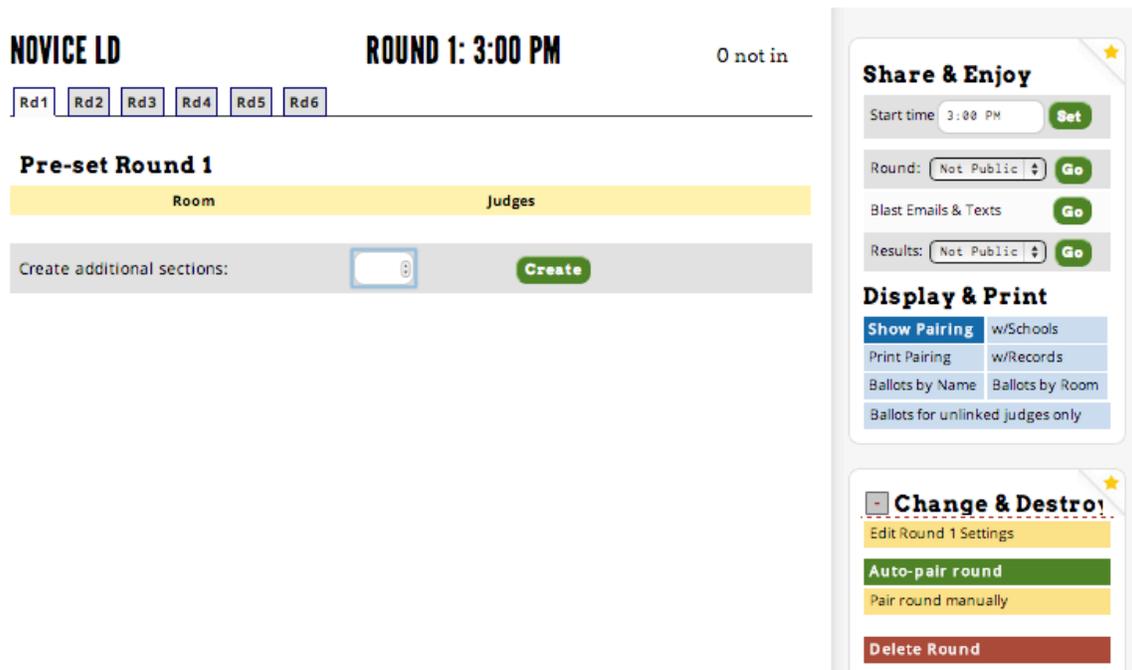
Pairings

Basic prelims

If you're running a speech event, you do it under **Paneling**. If you're running a debate event, go to **Pairings**. While there is plenty of useful stuff under the Panelings menu, it is not our main operational area. We'll cover it later.



Each event you've created appears in the menu, organized by type of event. When you first click on the event you wish to pair, you'll see something like this.



Nothing has been done yet. You can see the number of rounds you've scheduled in the tabs at the top of the page, and the names you've given those rounds (if any).

The first step in pairing a round is to check the settings. Click on **Edit Round Settings** in the **Change & Destroy** area to get a screen like this one:

NOVICE LD **ROUND 1: 3:00 PM** 0 not in

Rd1 Rd2 Rd3 Rd4 Rd5 Rd6

Labels and Information

Round Label. If blank, round will be shown as "Round 1"

Message on pairing/posting

Resolution/Motion

Pairing & Times

Round Type <input type="text" value="Prelim/Preset"/>	Number of judges per panel <input type="text" value="1"/>
Time Block <input type="text" value="Round 1"/>	Judge pool <input type="text" value="Use All Judges"/>
Start Time (on pairings) <input type="text" value="3:00 PM"/>	Number of flights <input type="text" value="Single"/>
Round length in minutes (Offsets Time on Flt B ballots) <input type="text"/>	Tiebreakers for seeding <input type="text" value="LD-PF Early Prel"/>
Do not minimize room moves <input type="checkbox"/>	

Save Round Settings

Share & Enjoy

Start time **Set**

Round: **Go**

Blast Emails & Texts **Go**

Results: **Go**

Display & Print

Show Pairing	w/Schools
Print Pairing	w/Records
Ballots by Name	Ballots by Room
Ballots for unlinked judges only	

Change & Destroy

Edit Round 1 Settings

Auto-pair round

Pair round manually

Delete Round

Create sections using the Create

Labels and Information is self-explanatory. The rest of it is your chance to double-check everything. Do so carefully.

Round length in minutes sets the offset time when you have flights. As a rule, put in 50. This will put in a start time of 3:50 for Flight B in the example above. If you leave this blank, you're trusting to fate that everyone will show up on time, and you'll have no way of handling forfeits.

Unless you've created a special judge pool (unlikely in the normal course of prelims), you will use all judges. Make sure you have the right number of flights and the right tiebreaker set. Then click the **Save Round Settings** button (changes don't automatically get saved here).

After your settings are saved, you'll do the pairing. Use **Auto-Pair round** to get a screen like the one below:

NOVICE LD

Rd1 | Rd2 | Rd3 | Rd4 | Rd5 | Rd6

ROUND 1: 3:00 PM

0 not in

Share & Enjoy

Start time: 3:00 PM Set

Round: Not Public Go

Blast Emails & Texts Go

Results: Not Public Go

Display & Print

Show Pairing w/Schools

Print Pairing w/Records

Ballots by Name Ballots by Room

Ballots for unlinked judges only

Change & Destroy

Edit Round 1 Settings

Auto-pair round Hand pair round

Auto-pair judges Hand-pair judges

Assign rooms

Erase entries Erase judges

Erase rooms Erase round

Fake Results Whole Event

Mass Judge Push

Edit Novice LD Schedule

Room	Aff	Neg	Use	Judge
None	Harrison JW	Scarsdale ZG		
None	Scarsdale AM	Kugnus ACTS GL		
None	Harrison LA	Scarsdale EC		
None	Lexington AA	Bronx Science RR		
None	Kugnus ACTS CC	Byram Hills RP		
None	Kugnus ACTS JL	Byram Hills AW		
None	Harrison KD	Bronx Science AV		
None	Hunter College N	Byram Hills TE		
None	Lexington JB	Harrison MZ		
None	Byram Hills JBi	Harrison IT		
None	Lexington NG	Bronx Science ZP		
None	Scarsdale CL	Harrison EA		
None	Lexington EJ	Byram Hills TD		
None	Scarsdale JK	Byram Hills AG		
None	Scarsdale RN	Byram Hills DM		
None	Scarsdale ZE	Harrison KR		
None	Hunter College SI	Scarsdale LS		
None	Hendrick Hudson	Scarsdale AC		
None	Bronx Science SM	Scarsdale EM		
None	Bronx Science GN	Scarsdale LB		
None	Harrison RP	Geneva PA		
None	Lexington NB	Byram Hills LB		
None	Lexington GB	Scarsdale SK		
None	Byram Hills JZ	Harrison AE		
None	Byram Hills JB	Agape Leaders Pr		
None	Scarsdale ML	Achievement Firs		

This gives you a pairing. Next up, **Auto-pair judges** and **Assign rooms**. It really is as simple as that—often.

When you're ready to release the pairing, your print functions are under **Display & Print**. If you're using only printed ballots, print **Ballots by Name**. If you have electronic balloting, just print **Ballots for unlinked judges**. If all your judges are linked, when you click this button you'll be taken to an empty page; that means that this particular division is operating in the 21st Century.

Under **Share & Enjoy**, you can do what we like to call Releasing the Kraken. You can make the round public on the web (at tabroom, of course), and blast an email to everyone who is linked to tabroom telling them, student or judge, where to go and when. After results are in later, you can also post those from here.

Changing judges

There may be some reason you don't want a certain judge in a certain round. Click on the room or the judge's name in the pairing to get this action screen:

Judges

Chair	Judge	Foll	Rate	School	Remove
N	Alexandre Wolloch	0		Independent Miami Beach	Remove RM & Fine

Available judges: Clean judges without assignments... **Add**

Judging elsewhere: Clean judges who are judging already... **Add**

2 Entries

Side	Record	Entry	Followers	School	
Aff	4-0	Trinity Prep DL De Armas & Leavitt	3	Trinity Prep	CK Move
Neg	3-1	Timber Creek BJ Bauman & Jimenez	5	Timber Creek	AX Move

Entered: Sat 6:09 PM

Rd 4 Debate 435885 Event 23586

Make Changes

- Change Sides
- View/Edit Results

Add literally any judge:

An, Liping **Add**

The first place to look is under **Available judges**. This pull-down menu will show you who isn't on for this round, or this flight of this round if it's double-flighted. **Judging elsewhere** shows, obviously, judges with assignments. You might want to juggle some of this around in, say, an MJP situation (the teams' prefs show next to the name). Sometimes you'll see more judges if you toggle the **Flight**, over on the right.

When you've found a judge you want, click on the **Add** button. This will place that judge into the round, but not remove the original judge. You have two options: **Remove**, and the original judge will be tossed back into the available poll, or **Remove and Fine**, which will similarly toss the judge back, but impose a fine, presumably for not showing up. This is how you'll probably handle pushed ballots.

At the bottom of the illustration above is a button to add literally any judge in the system. Use this carefully, but it's very helpful when, for instance, you know there's a policy judge you can drag into just this one LD round.

Changing rooms

Click on the room in the pairing. It will bring you to same screen above. You can toggle to a different room over on the right (assuming one is available).

Changing debaters

What if you need to substitute one debater for another? In that case, click on a debater's code in the pairing to get a screen like this:

MOVE ENTRY

12 Charles Dickens T3

Tap on an entry or blank position to swap in Charles Dickens T3. Orange entries have debated Charles Dickens T3 before. Red entries are from the same school/institution.

Room	Judges	AFF	NEG	Bracket
1	(33) 33, Test	Effervescent T1 N A	Fuggedaboutit T4 A N	0
17	(14) 17, Test	Effervescent T2 N A	ME: Charles Dickens T3 A N	0
18	(34) 20, Test	Fred Mertz T32 N A	Effervescent T3 A N	0
19	(38) 25, Test	Convent of the Whining Baby T8 N A	Egads T7 A N	0
20	(1) 38, Test	Fuggedaboutit T1 N A	Demonology T1 A N	0
21	(29) 6, Test	Flying Nun T6 N A	Fuggedaboutit T2 A N	0
22	(34) 22, Test	Demonology T23 N A	Bleeding Profusely T1 A N	0
23	(34) 21, Test	Bleeding Profusely T3 N A	Demonology T21 A N	0
3	(9) 59, Test	Egads T36 N A	Fuggedaboutit T14 A N	0
None	(12) 7, Test	Convent of the Whining Baby T3 N A	Charles Dickens T1 A N	0
None	(29) 5, Test	Hendrick Hudson JA N A	Demonology T5 A N	0
2	(12) 10, Test	Fred Mertz T3 N A	Effervescent ST A N	0
None	(34) 23, Test	Bleeding Profusely Te2 N A	Hendrick Hudson EA A N	0
None	(15) 43, Test	Flibbertigibbet T1 N A	Bleeding Profusely T2 A N	0
10	(33) 34, Test	Flying Nun T2 N A	Farkle T9 A N	0
11	(14) 16, Test	Fred Mertz T15 N A	Demonology T2 A N	0
..		Fred Mertz T1	Freds T3	

Navigation

Round 2 Mail Schemat
Charles Dickens T3 Entry 37 info

Move another debater:
Choose entry...
Delete Empty Debates

Entry Details

Code Charles Dickens T3
Name Entry 37
School Charles Dickens

Add More Rooms

Number

Byes

Give Charles Dickens T3 a bye

This is the **MOVE ENTRY** screen. That's exactly what you're going to do. The team you clicked is named at the top, then shown in green along with the other debaters. What you want to do here is click on the team that you want to replace the green one with.

That is, let's say you wanted to switch the green team, Charles Dickens T3, with Demonology T1. Click on Demonology T1, and the switch will happen immediately. Fred Mertz T15 is orange because they debated Dickens in a previous round; you don't want to replace Demonology T2 with the Dickens team, needless to say. The other Dickens team is red. Note that this is an almost entirely non-intuitive process; be careful when you're doing it. Also keep in mind side restraints if it's an even-numbered round.

Alternate ways of pairing a round

You can hand-pair the round if you wish. This option is available under **Change & Destroy**. This is usually necessary in very small divisions, where tabroom will simply refuse to make a pairing. You can also hand powermatch. A word of advice: in the situations where you need to do these things, you inevitably will have a small number of teams. The easiest thing to do is print out team cards and lay them out on the table and figure it by hand, then put the assignments into the computer. Trust me on this.

Hand-pairing judges

Tabroom will pair better than you, as a rule, especially in MJP situations. Nevertheless, there are times when you want to do the assignments yourself. You can do this by clicking the button under C&D after a round is paired. This is the hand-pairing screen (with no judges assigned yet):

ROUND 1 MANUAL JUDGES

Bkt	Entries	Chair Judge	Other Judges	Prefs
0	A Harrison JW N Scarsdale ZI			
0	A Scarsdale AI N Kugnus AC			
0	A Harrison LA N Scarsdale EI			
0	A Lexington A N Bronx Scien			
0	A Kugnus AC1 N Byram Hills			
0	A Kugnus AC1 N Byram Hills			
0	A Harrison KC N Bronx Scien			
0	A Hunter Colli N Byram Hills			
0	A Lexington JE N Harrison MI			
0	A Byram Hills J N Harrison IT			
0	A Lexington N N Bronx Scien			
0	A Scarsdale CI N Harrison EA			
0	A Lexington EJ N Byram Hills			
	A Scarsdale IK			

Round

Return to Round 1

Unused Judges

Belfiore, Rose Maria

Chace, Alyaa

Dinstein, Ofir

Fonarev, Jamie

Jeng, Amos

Jobi, Demi

McKenna, Teddy

Menick, Jim

Morse, David

Nance, Kate

Simkovits, Matt

Sosa, Laura

Walker, Eyana

Wilson, Ahn

Zinman, Lauren

You drag and drop from the right to the left. The second you touch a judge, any pairing that is off-limits—same school, already judged—will turn red. It's sort of fun to do, but as said above, it shouldn't be your first choice for making assignments.

A useful tip: If your round won't pair or judges won't assign, try again, especially if a round isn't particularly tiny. Occasionally tabroom will get a little lost the first time out, and when you hit the same button again, it will give a different result. Not what you'd expect with a computer, but try it. It can't hurt.