

## Schedule

The scheduling process in tabroom isn't terribly complicated for a simple tournament. But if you're running a lot of divisions in a lot of buildings at a lot of different times, it's your tool for keeping everything straight and everyone in the right places at the right times. Once you get the hang of it, it's your best friend.

At its simplest level, when you're running, say, four rounds of debate in a given day, all at the same starting time, all you need to do is, first, create time slots and second, apply them to the divisions. When you're running a lot of different things, you still create slots, only more of them.

When you first come to the Schedule page, you'll already see the days of your tournament on the right, because you've already set them up, and you'll see all your events below under the heading Schedule Rounds.

### TIMESLOTS: FRIDAY

Label	Day	Start Time	End Time	
Round 1	Fri	3:00 PM	4:55 PM	Delete
Round 2	Fri	5:00 PM	7:00 PM	Delete
Round 3	Fri	7:45 PM	9:45 PM	Delete

**Save Timeslots**

#### Add a new timeslot:

Add new...		
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**Add**

#### Create timeslots

- Friday (2/28)
- Saturday (3/1)
- Sunday (3/2)

#### Schedule Rounds

- Extemp
- MS PF
- MS Parli
- Novice LD
- Novice PF
- Novice Policy
- Original Oratory
- Varsity LD
- Varsity PF
- Varsity Policy

Events in red have no rounds scheduled. You MUST schedule rounds for events before pairing or exporting to the CAT.

It is a good idea to name your timeslots as what they are. When you start adding new timeslots, call them LD 1 or PF 2 or Policy Semis or whatever. The more things you're running, the happier you'll be if you've named them clearly. In the example below, there are two "patterns" of IEs, as compared to a single slot for each IE. Which event was in which pattern changed during the day.

## TIMESLOTS: SATURDAY

WARNING: One or more rounds (in blue) ends before it is scheduled to begin. Time and space laugh at your disobedience. Chances are there's an am/pm problem here.

Label	Day	Start Time	End Time	
LD/PF 1	Sat	8:00 AM	9:55 AM	Delete
Congress 1	Sat	8:15 AM	11:30 AM	Delete
Policy 1	Sat	8:30 AM	10:15 AM	Delete
IE Pattern 1	Sat	8:30 AM	10:00 AM	Delete
Parli 1	Sat	9:00 AM	11:00 AM	Delete
LD/PF 2	Sat	10:00 AM	12:00 PM	Delete
IE Pattern 2	Sat	10:00 AM	11:30 AM	Delete
Policy 2	Sat	10:30 AM	12:30 PM	Delete
Parli 2	Sat	11:15 AM	1:00 PM	Delete
IE Pattern 3	Sat	12:00 PM	1:30 PM	Delete
LD/PF 3	Sat	12:30 PM	2:30 PM	Delete
Parli 3	Sat	1:00 PM	3:00 PM	Delete
Congress 2	Sat	1:00 PM	4:15 PM	Delete
Policy 3	Sat	1:30 PM	3:30 PM	Delete
IE Pattern 4	Sat	1:30 PM	3:00 PM	Delete

### Create timeslots

- Saturday (2/15)
- Sunday (2/16)

### Schedule Rounds

- Congress
- Declamation
- Dramatic Performance
- Duo
- Extemp
- Novice Lincoln Douglas
- Oral Interp
- Oratory
- Parliamentary Debate
- Policy Debate
- Public Forum
- Varsity Lincoln Douglas

[Print Master Schedule](#)

In the example below, specific IEs were assigned to specific time slots. Which event is an A or a B is noted on the right.

Congress 1	Sat ↓	9:00 AM	12:30 PM	Delete
Rd 1 A	Sat ↓	9:00 AM	10:30 AM	Delete
Rd 1 B	Sat ↓	10:30 AM	12:00 PM	Delete
PF 4	Sat ↓	10:30 AM	12:25 PM	Delete
Rd 2 A	Sat ↓	12:00 PM	1:30 PM	Delete
LD 4	Sat ↓	12:30 PM	2:25 PM	Delete
Rd 2 B	Sat ↓	1:30 PM	3:00 PM	Delete
Congress 2	Sat ↓	2:00 PM	5:00 PM	Delete
PF 5	Sat ↓	2:30 PM	4:25 PM	Delete
Rd 3 A	Sat ↓	3:00 PM	4:30 PM	Delete
LD 5	Sat ↓	5:00 PM	6:55 PM	Delete
Rd 3 B	Sat ↓	5:00 PM	6:15 PM	Delete
Rd 4 A	Sat ↓	6:15 PM	7:30 PM	Delete
PF 6	Sat ↓	6:30 PM	8:30 PM	Delete
Rd 4 B	Sat ↓	7:30 PM	9:00 PM	Delete
LD 6	Sat ↓	8:00 PM	9:55 PM	Delete

### Schedule Rounds

- Declamation (B)
- Dramatic Performance (B)
- Duo Interp (A)
- Extemp (B)
- Oral Interp (A)
- Oratory (A)
- Public Forum
- Student Congress
- Varsity LD

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Rumor has it that Extempers like to double-enter in OO, if that's of any help to you.

I recommend going through one activity at a time, from start to finish. Be realistic; you can adjust things later, but your sanity will be safer if you don't have to readjust. Note that you work by days, not by events, so first you have to do the Friday slots, and then the Saturday slots, or whatever. Still, do one event at a time, start to finish.

Do not overlap the times. That is, don't start a round at 9:00, end it at 11:00, then start the next one at 11:00. End the earlier round at 10:55. In the allotments of judges and rooms, tabroom will assume that, if you've put something into a timeslot, whatever you put in is no longer available. So if you're doing presets for your first two rounds back-to-back, and don't allow a tiny interval between them, tabroom will think that all your judges in the first round are unavailable for the second round.

After you've created the slots for an event for all the days of the tournament, click on the event under **Schedule Rounds** and assign those slots. If you've named the slot exactly what you want it to be called on the ballots, you don't need to add a round label. The type of each round must be selected from the five choices, since presets are calculated differently from hi-lo/hi-hi, which are different from elims, which are different from the final. Next to that it's your tiebreak set. If you have a bum set in here, you may not be able to get the round to pair, so make sure you've set up good tiebreakers, and that you're adding the correct one to each round. Finally, if you've got judge pools (e.g., a "LD Breaks" pool), make sure to assign it correctly.

### ROUND SCHEDULE FOR VARSITY LD

Friday 1/24		Y/N	Round Label	Type	Tiebreaks	Site	Pool
PF 1	5:00 P	<input type="checkbox"/>					
LD 1	6:00 P	<input checked="" type="checkbox"/>	1	Label	Prelim/Preset	Debate prel	LD Friday
PF 2	6:30 P	<input type="checkbox"/>					
LD 2	8:00 P	<input checked="" type="checkbox"/>	2	Label	Prelim/Preset	Debate prel	PF Friday
PF 3	8:00 P	<input type="checkbox"/>					
Saturday 1/25		Y/N	Round Label	Type	Tiebreaks	Site	Pool
	12:00 A	<input type="checkbox"/>					
LD 3	8:30 A	<input checked="" type="checkbox"/>	3	Label	Hi/Lo	Debate prel	Debate 8-5
Congress 1	9:00 A	<input type="checkbox"/>					
Rd 1 A	9:00 A	<input type="checkbox"/>					
Rd 1 B	10:30 A	<input type="checkbox"/>					
PF 4	10:30 A	<input type="checkbox"/>					
Rd 2 A	12:00 P	<input type="checkbox"/>					
LD 4	12:30 P	<input checked="" type="checkbox"/>	4	Label	Hi/Lo	Debate Pre	Debate 8-5
Rd 2 B	1:30 P	<input type="checkbox"/>					
Congress 2	2:00 P	<input type="checkbox"/>					
PF 5	2:30 P	<input type="checkbox"/>					
Rd 3 A	3:00 P	<input type="checkbox"/>					
LD 5	5:00 P	<input checked="" type="checkbox"/>	5	Label	Hi/Lo	Debate Pre	PF Friday
Rd 3 B	5:00 P	<input type="checkbox"/>					

**Create timeslots**

- Friday (1/24)
- Saturday (1/25)
- Sunday (1/26)

**Schedule Rounds**

- Declamation (B)
- Dramatic Performance (B)
- Duo Interp (A)
- Extemp (B)
- Oral Interp (A)
- Oratory (A)
- Public Forum
- Student Congress
- Varsity LD**

[Print Master Schedule](#)

You repeat this process for each event. Again, and this can't be emphasized enough, if you have a problem, it probably stems from something awry here, so take great care, and look here first when you're troubleshooting. After you've assigned all the timeslots to all the events, you can print a Master Schedule. Do not skip this step, as going over this carefully will show you that either everything is where it should be, or that one of your rounds is set to start at 10 in the morning and end at 2 the previous morning or somesuch, and all hell will break out as a result.