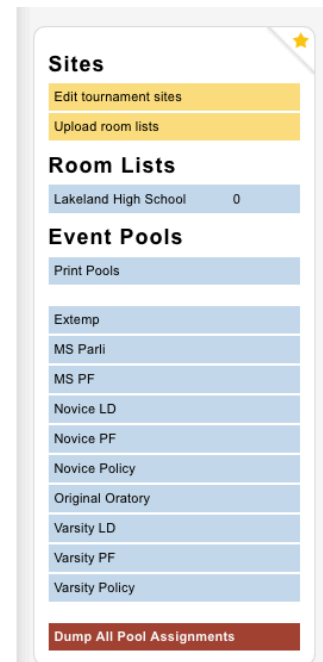**Rooms**

Before doing your rooms, schedule all the rounds of the tournament. You can adjust the schedule later, but you need to have rounds scheduled before you create room pools.

Working from a spreadsheet for your planning of the rooms prior to entering them in tabroom is a very good idea. You can move rooms around easily in Excel to see what you're using and when you're using it; tabroom is for after you've made your decisions.

The best way to handle rooms in tabroom for the average tournament is to, first, create a single site, and second, to divide that site into room pools. This is a fairly simple process at a tournament in one building with a handful of divisions, but it can get complicated as a tournament spreads out and different rooms are available on different days. It is advisable that one person oversee the room assignments at huge tournaments with multiple events in multiple buildings. Use Google drive to share the file with all your tab staff.

The first step in tabroom is to create the site. Under **Settings/Sites & Rooms**, go to **Edit Tournament Site** and create your site, e.g. Bump or Ridge or NYU. Remove any other sites from the tournament.

ROOMS FOR WESTCHESTER CLASSIC LAKELAND

Populate the site: You will see the site you've created under **Room Lists**. Click on your site, and you can simply type in the rooms. (Alternately, you can upload a pre-existing list using the **Upload room lists** feature, but this can be frustrating if your file isn't formatted perfectly. Correct formatting is roomname,#,#,#,#,¶. Save the file as text, ASCII Western or US, and then upload. If it doesn't work, it's probably because you're saving as regular text, and not the weird ASCII version.)

You now have a full list of all your rooms. **Forget everything else you see on this page;** it is the road to perdition, because although it looks as if rooms can be assigned here, as far as tabroom is concerned, they're really only being suggested. Go away. There's nothing to see here.

Go instead to **Paneling/Room Pools**. At most tournaments, you probably want a pool for each division, let's say one each for VLD, NLD, PF, etc. So **Create New Room Pool** for VLD and you'll see a list of all the rooms at the site that you've already entered. Click on the rooms you want in this pool, and they will be the ones in your VLD pool. Assign which rounds will use this pool with the **Use for Round** drop-down. Refresh the screen, and you'll see the list of the rooms in the pool. Repeat the process for each event.

ROOMS FOR NLD PRELIMS

Note: this will override any event specific pools you have created under Settings -> Sites

11 in pool:

COHEN HALL 203 UPenn	0, 0	☑
COHEN HALL 204 UPenn	0, 0	☑
COHEN HALL 392 UPenn	0, 0	☑
COHEN HALL 402 UPenn	0, 0	☑
COHEN HALL 493 UPenn	0, 0	☑
COHEN HALL G14 Terra UPenn	0, 0	☑
COHEN HALL G17 Audi UPenn	0, 0	☑
Houston 301 UPenn	0, 0	☑
Houston 311 UPenn	0, 0	☑
Houston 313 UPenn	0, 0	☑
Houston 314 UPenn	0, 0	☑

133 rooms:

COLLEGE HALL 217 UPenn	0, 0	☐
COLLEGE HALL 311A UPenn	0, 0	☐
COLLEGE HALL 311F UPenn	0, 0	☐
COLLEGE HALL 314 UPenn	0, 0	☐
COLLEGE HALL 315A UPenn	0, 0	☐
COLLEGE HALL 318 UPenn	0, 0	☐
COLLEGE HALLEGE H/ UPenn	0, 0	☐
DRL 2C2 UPenn	0, 0	☐
DRL 2C4 UPenn	0, 0	☐
DRL 2C6 UPenn	0, 0	☐
DRL 2C8 UPenn	0, 0	☐
DRL 2N36 UPenn	0, 0	☐
DRL 3C2 UPenn	0, 0	☐
DRL 3C4 UPenn	0, 0	☐

Rounds Using Pool

NLD Rd 1
NLD Rd 2
NLD Rd 3
NLD Rd 4
NLD Rd 5

Use for round

Select an Option ▼

Pools are not exclusive; that is, you can have the same room in different pools (which may seem counterintuive but which makes sense when you're moving elims or sharing in different time slots). So you need to be careful that, as you create each pool, you are not using the same rooms at the same time. This is where your planning spreadsheet will come in handy, and another reason why it's so important to set up your schedule correctly in the first place.

Once pools are set and assigned to rounds, the tabulation will automatically draw from those pools. As a tournament progresses, you can adjust the pool if you want. For instance, as you enter elims, you may want all your VLD rooms available from the prelims for the first break, but as the number of needed rooms lessens, you may want to close off a floor or centralize things or only use bigger rooms or whatever. Do this before pairing each elim. Alternately, of course, you could just have a pool for each elim, if you prefer to plan that way.