

*This is from one of tabroom's feature updates, on making backups.*

Short version: Go to Entries->Data and then click "Full tournament backup/restore" under the "Import" box on the right. You can make an offline backup of your tournament you save to your local computer, and if things go horribly amiss you can restore the backup.

Notes:

- 1) The backup is NOT automatic. You need to click the button to download the backup. If your tournament gets destroyed and you ask, "where's the backup?" the answer will be "wherever you saved it." The answer to "how recent is the backup" will be "when did you save it?"
- 2) You can start making backups during registration, so if someone's registration is totally jacked you can restore that.
- 3) You can restore an entire tournament, just one division, just one round, or just the registration for one school.
- 4) In very extreme cases, if you've entirely deleted an event or round, you'll need to enter the ID number from the offline file, which will be in JSON format. You might wish to review JSON format to find those numbers just in case.
- 5) Unless you are working with a test tournament, I would strongly advise against uploading and downloading things just to see how it works.

I can think of only 2 instances where things got to the point that an offline backup would have saved the day, but it will take under a minute to make a backup. You might do it after you have entered all the ballots for a round or, at least, at the end of the day. There are some more instructions on the page itself.

Hope this helps somebody!

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That is probably all you need to know. However, here's some other tips.

If tabroom goes down completely, and you can't get it back up, and you've been regularly saving things, try [backup.tabroom.com](http://backup.tabroom.com). It will probably survive even when regular tabroom is sinking like the Titanic. Be careful, though. You could muck things up royally if you're not paying attention.

If you want to be totally free of tabroom out of fear that tabroom might go down, and want something to do other than twiddle your thumbs and wait for it to come back up, this is a complete system of disaster recovery. Keep in mind that it may be worse than just waiting and twiddling your thumbs.

When a tournament begins:

1. Create a folder on Google docs or the like, and share it with everyone in the tab room. When we say "print" in the instructions below, we mean save out as a pdf.

Put all the pdfs into the disaster folder, so you'll know where to find them, when and if, and everyone will have access to them. You can print 'em on paper by the dozens later if you have whatever pdfs you need on-hand.

2. Print a blank ballot for each event.
3. Print out the judge prefs, if any, using the Download function under Export to TRPC.
4. Print out a room list.

Do the following after you release each pairing:

5. Keep an updated printout of the schematic.
6. Save a spreadsheet of the schematic.
7. Keep an updated printout of all the team cards.
8. Keep an updated printout of all the judge cards.
9. Keep on your screen, in separate windows, the list of teams a judge has seen, by judge and by team. This might help when it's time to assign judges, and will still be there in a browser tab even if tabroom goes down, as long as you don't do anything other than look at it.

The key question is, when do you act? There are two scenarios.

First, system goes down during a round, and e-ballot judges have no way to enter results.

- If this happens, print up blank ballots on paper and get them into the rooms and into the hands of the judges. If the system comes back up, no problem. If not, judges fill out paper ballots, which you then enter into the system.

Second, you have all the results for the last round, and need to pair the next one. (If you don't understand how cards work, and pairings, you probably want to learn before the system goes haywire. Play around on your own time.)

- Get the Excel schematic for the last round on the screen. You can use this to copy/paste to create a new schematic.
  - If it's an even numbered round, just switch sides, and you've already got half the skem done.
  - If it's odd, sort everyone alphabetically and do a lot of drag-and-paste.
- Use the team cards to pair. If you have to, enter the results of the last round into the cards manually. (This was how it was done before you were born.)
  - Obviously, stay in bracket, following side constraints, if necessary. If you have to pull up, do so from the middle of the bracket below.
  - Create the pairings in Excel. Needless to say, this all takes multiple people.
- Use the judge cards to assign judges. Again, if you have to, enter the results of the last round into the cards manually.
  - Those lists of previous judge assignments will be a helpful extra guide.
  - You will have the prefs on a separate sheet. You should try to follow them, but prefs on cards is a mug's game, and trying to optimize them will take so long that it you might as well just wait for tabroom to come back up. Just look that the judge, in addition to being clean, isn't a 4 or worse.

○ Start with the down-2 bracket and work your way up, then go to the down-andouts.

○ Enter the assignments into Excel.

- Add the room assignments.
- Print up paper pairings and plenty of paper ballots, and disseminate.
- When the system comes back up, and it will, enter what you did. You are now back in business.