

Soon or later when you're running a tournament, tabroom is going to winkle out on you. Most of the time it comes right back up; one associates this with basic programming gremlins, or maybe too many people accessing the system across the country at the same time. But there is also the worst case scenario, when tabroom disappears altogether. It simply doesn't work, and it gives no indication that it will ever work again. In this situation, you can either sit there and do nothing, and hope that it comes back—it will, eventually, probably, since it always has in the past, but you might be waiting quite a while—or you can come up with emergency measures so that your tournament doesn't go into the hole schedule-wise, never to be heard from again. This document addresses that latter course of action.

The bigger the division, the harder this is going to be. And, of course, it matters *when* it happens. If tabroom goes down during the middle of a round, that's one thing. If it goes down when you're pairing, it's another thing altogether. None of the following is as good as tabroom working without interruption.

In aid of disaster preparedness, always do the following for each event 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-and-outs.
 - 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.