

This document is an attempt to break down the process of keeping registrants informed about a tournament in the most effective fashion. It does not apply to all events. Most tournaments don't need to get this carried away, and a handful of emails will do the job, but a major tournament with 1500 people in 15 divisions over a span of three days does require clarity, especially when many of the registrants might not be regulars on your circuit. **One thing to keep in mind: you are not the only tournament people are attending: always indicate the name of your tournament in the heading of any tournament email.**

There are three broad areas of information. We'll take them one at a time. Keep in mind that some information is important and should be readily accessible outside of an email. That information should be added to the tournament website as it is released via email, so that folks have an easy place to find it later on. Obviously, it should be clearly labeled. This is better than hoping people will find things in the email archive, or remember things from a couple of weeks ago. And, of course, a clear and definitive posted invitation before registration opens is a must, but things do change, and emails and website postings are how those changes are disseminated to the registrants.

The first area of information is the run-up to the event, comprising clearing of waitlists, deletion of TBAs, judge hires, freezing of fees, posting of legislation, posting of extemp areas, and schedule changes (if any).

Recommended emails during the run-up:

- **Waitlist cleared** — 1 email, roughly 2 weeks after registration opens.
Clearing the w/l is an ongoing process after that, and you will get endless emails from the waitlisted asking for a reading of the crystal ball, but since you're going in dribbles and drabbles, you need not apprise everyone of the situation in multiple emails.
- **TBAs disappearing** — 1 email, 1 month before the tournament.
Historically, schools that don't bother updating their TBAs ignore multiple memos, so why bother sending more than one? Tell everyone once and leave it at that.
- **Update on judge hiring** — 1 email, telling people that you'll do what you can, but explaining exceptions (e.g., a school can't hire its entire obligation, only so many judges available, schools can't share judges, et cetera). Give a date saying when this will happen; usually I send this email on a Monday and do the work on the following Friday. Then there's a follow-up email after that, sent only to those with insufficient coverage, telling them that they are now on their own.
- **Congress** — Legislation due date. (Date should also be in invite.)
- **Fees freeze** — 1 email a few days in advance; remind folks about judging obligations and that the hires already happened. (Freeze date should be in invite.)
- **Congress** — Note posting of legislation on website
- **Extemp** — List subject areas [Post on website]

- **Updated schedule** — As known, if different from the sked in the invitation. [Post on website. For that matter, skeds should always be posted separately on the website, from day one, for easy access.]

The second area is during the week before the event. At this point all the judges should be registered, and all the teams entered, which means that theoretically everyone will get the information, not just the coaches. Recommended emails:

1. **Link to Live Doc** – This is your overall Debate Update from manager of debate. It should include the following:

- Judging obligations (what they are and why [Post on website])
Can reference this article = http://www.jimmenick.com/vault/obligations_judge.pdf
- E-ballots—how to set up [Post on website], how to do it right (for debate judges) [Post on website]
Setting up tabroom acct = <http://www.jimmenick.com/vault/ballotspdf.pdf>
Being a good ejudge = <http://www.jimmenick.com/vault/goodejudge.pdf>
- Prefs, strikes and conflicts [Post conflicts explanation on website]
Conflicts = http://www.jimmenick.com/vault/conflicts_judges.pdf
- Final sked (important for judges, presumably now all signed up; you should just refer to sked posted on website)
- Rules: Flip or no flip, internet usage, etc. [Post on website]
- PF how-to for new judges [Post on website]
http://www.jimmenick.com/vault/PF_intro.pdf

2. **Live Doc link from manager of speech**

Very long speech announcements, similar to above re Debate.

- Info on maps/directions, schematics, order of performance (e.g. extemp double-entered must do extemp first), important rooms (tab, judges' lounge), rules info (e.g. cx in extemp final round?), round one of OI will be prose/poetry/pickle recipes, schedule broken down by activity if there are flights, necessary pool info, opening meeting, and so forth. A lot of this can be references to postings on the website.

3. **Registration (for speech and debate)**

This is the where to be when to check in, pay your fees, and the like. It's probably best that this be separate from the Live Docs.

- Directions and Parking (preferably already posted in invitation) [Post on website]
- Room information (if complicated) [Post on website]
- Registration procedures. When, where and how. Wristbands? [Post on website]

- Important rooms and phone numbers (judges' lounge, registration desk, tab, etc.)

The third area of information is the varying announcements during the tournament about this and that. Primarily these should go into the Live Docs, but a backup in an email on certain things (you be the judge) might not be a bad idea. Let's face it: Things do come up, and announcements will be forthcoming. These emails tend to be short and timely, and can be directed to a specific division as needed (e.g., all PF judges only).