Menick's Notes on Tabroom.com

(It is, literally, the least I could do.)

This unofficial, unauthorized, and unwanted guide is in no way complete. It is merely offered as help for the otherwise addled. I will add to it and update it as time and tide allow.

Version 1.1, 3/11/14

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General Introduction

The most important path to success in tabroom.com is to get everything set up correctly before the tournament starts. You can correct things on the go, but better to prevent them from going awry in the first place. Since most people don't set up all that many tournaments, it's easy to go wrong. For that matter, it's easy to go wrong if you set up a tournament every week, because there's a lot of stuff here to set up.

When Chris Palmer was explaining the gestalt of tabroom, he explained it thus: Everything goes from left to right, from top to bottom. In other words, when you're setting up a tournament, start at the left hand menu and work your way down. You run the tournament from the middle menus. And you keep going until the tournament is over and you've done the last posting at the bottom of the furthest right menu.

The material that follows is not an attempt at a full manual for the program, as much of the program is explained on the relevant pages. Also, I make no attempt to explain the workings of the speech side of things, of which I have no understanding. This is all for debate. It represents the lessons I have learned running this program week after week. It seems to me like a good idea to share those lessons. I will update it as I learn no things that should be shared.

So go now, and bring up tabroom.com on your device of choice. Good luck, and may the lord have mercy on your soul.

Settings

These are the items that need to be set up before your tournament registration opens. They can be changed later, but the closer to perfect your settings are, the better off you will be.

Tournament

Everything here is pretty much straightforward. A couple of explanations may be necessary. **Settings/On-site registration** allows teams to register themselves when they arrive at your tournament. This is only recommended for close-knit events where no money is changing hands, and you actually trust that everyone saying they are there with all there judges are indeed there with all their judges. **Messages** allows you to show on the invoice who the check should be made out to. **Notes** is a great feature. Here you can keep tabs on everything that comes up at the tournament for the sake of institutional memory. You can consult it next year, and instead of making the same mistakes again, you can make all new mistakes.

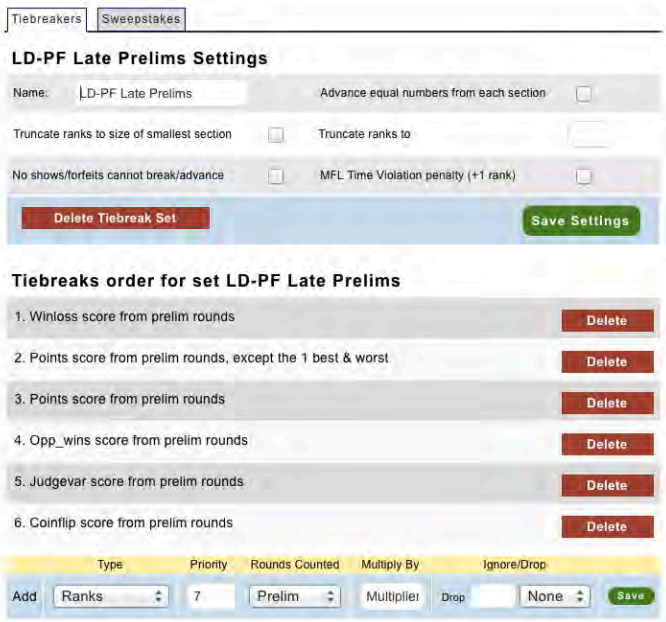
Rules & Results/Tiebreaker Sets

Tiebreaker sets do two things. First, they determine how your brackets are structured, and second, they determine how your speakers and points are structured. If you make the right mistake in creating your tiebreaker sets, you may find yourself unable to run your rounds.

Tiebreakers are under **Settings/Rules and Results**. Let's say that your tournament has divisions in LD and Policy, and that you plan to run six rounds followed by elims. You will be giving speaker awards.

On the Tiebreakers page and in the connected help guide, there's plenty of information defining the nature of each individual tiebreaker, e.g., explaining what is a dropped high-low and what is opp-seed. Pick among these to make your sets. This one is relatively standard for LD:

Wins
Points
Opp wins
Judge Variance
Coinflip



But this set wouldn't work for Policy, because there's no ranks (assuming you're measuring ranks at the tournament). So there you might have:

Wins
Points
Ranks
Opp wins
Judge Variance
Coinflip

Save either of these sets as your all-points set, e.g.,. **LD Points** or **Policy Points**.

The thing about these sets is that they tally all the points a team gets. This is fine at some tournaments, and not at others. You might want to polish it thus:
Wins
Hi-Lo Points
Total Points
Opp wins
Judge Variance
Coinflip

Call this one **LD Hi-Lo.** (*This is the one set in the illustration above*.)

When you're setting up your schedule round-by-round, you might want the early rounds to go by total points, and the later rounds to go by high-low points. After all, there's no point in dropping high-lows in round two, or even in round three. It all depends on how you want to set up your brackets.

If you are doing speaker awards, presumably they will not include win-loss, or you may be running an event where ballot count comes first for bracketing, then something else. In these cases, you'll need a separate speaker set. A **Policy Speaker** set might look like this:
Hi-Lo Points
Ranks
Total Points
Opp wins
Judge Variance
Coinflip

Another simple set you'll need, if you have elimination rounds, is this one, which we'll call **Debate Elims**, and which works for all divisions. It simply grabs the winner of an elim to put into the next elim. Points are, at this stage, pointless:
Winloss score from last elim rounds

How you arrange these is up to you. But you do need to set them up correctly in tabroom. The two places you use them are in scheduling (**Settings/Schedule**) and in creating the tab procedures (**Events/Tabulation**).

Judge Groups

Here's what tabroom tells you about judge groups: *Judge groups are collections of divisions & events that share judges and ratings. Every event must be in a judge group and only one judge group. Judge groups should be like "Policy" with both novice & varsity, or "IE" with all speech events. Use pools if you want to draw from a specific subset of judges for a specific round within the judge group.*

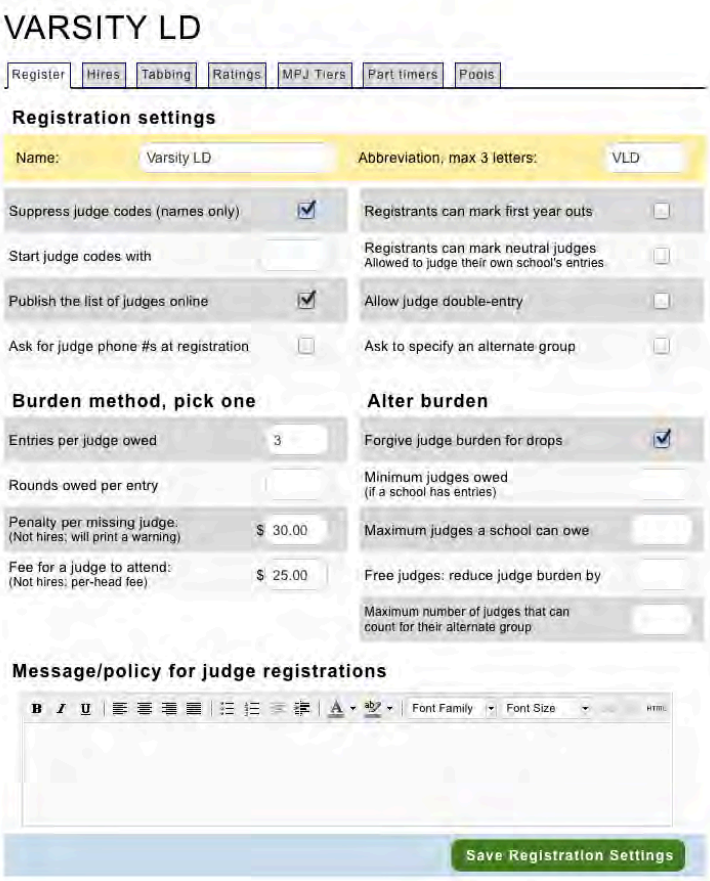
Got it?

Judge groups are tabroom's overarching organizational structure for a tournament. You're going to have certain judges doing one event, and certain judges doing another event. You start with the judges, then you build out to the events.

If you have a tournament with Novice LD, JV LD and Varsity LD, and they are all going to be judged by the same people, you will create one group of LD judges, with events for each of the divisions. If you are going to have the Varsity judged by college-aged folk and older, while the Novice and JV divisions can be judged by students, then you need to create two groups, one for the Varsity and one for the Nov-JV, with those divisions under those groups.

(And if you want the Varsity judges that are left over from Varsity to judge the Nov-JV divisions mixed in with the student judges? You're on your own for that one. In TRPC you can mark judges for different divisions and pair the Varsity first, and the judges not assigned will be there for the other divisions. Not so on tabroom. If you need to mix and match, first pair your divisions, then look at the extra Varsity judges and force them in. It's just not built to do that easily.)

Most of the data behind the tabs is clear enough, so I won't cover them all. Some key boxes in the judge group tabs do require some elucidation, though.

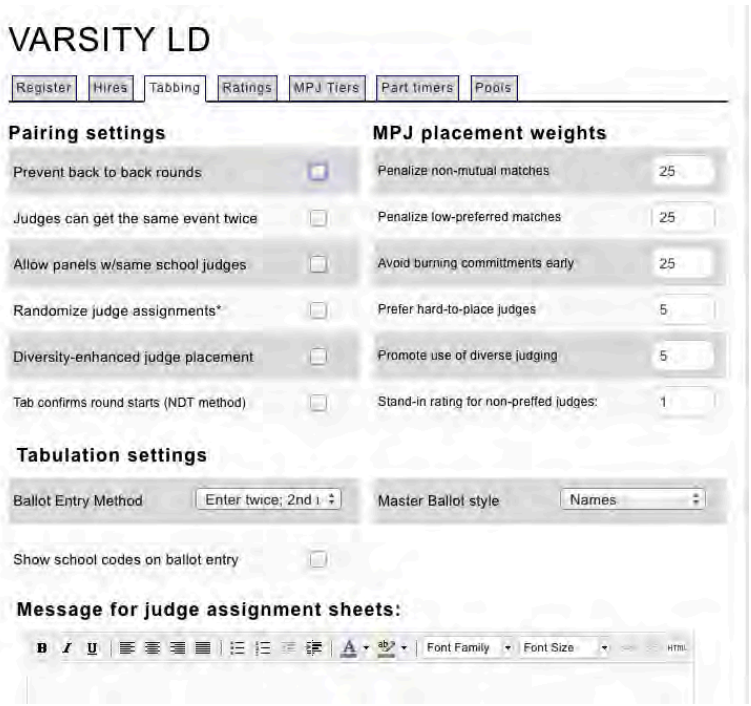


Register:

Suppress judge codes (names only) puts the judge's name on the ballot entry page, not the code assigned by tabroom.

The box about asking for phone numbers does nothing I've ever been able to detect in aid of actually getting any phone numbers.

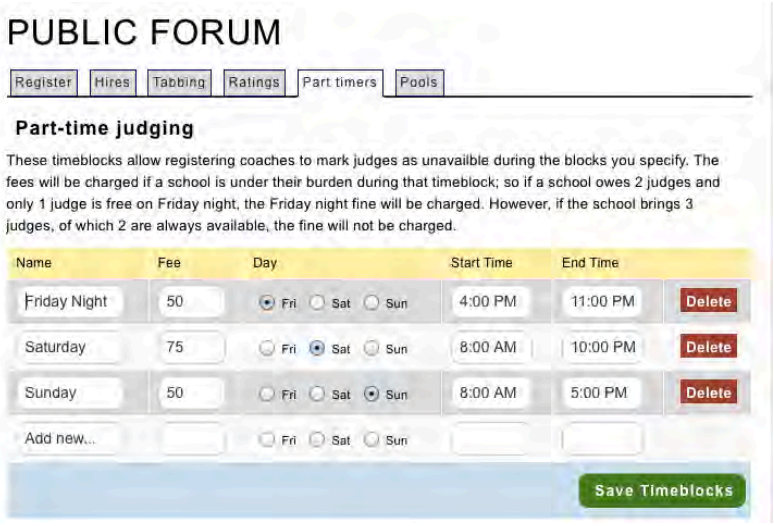
Forgive judge burden for drops means that, if teams are dropped late in the game, they don't need to be covered by judges, i.e., the judge burden for non-existent teams is forgiven.



Tabbing:

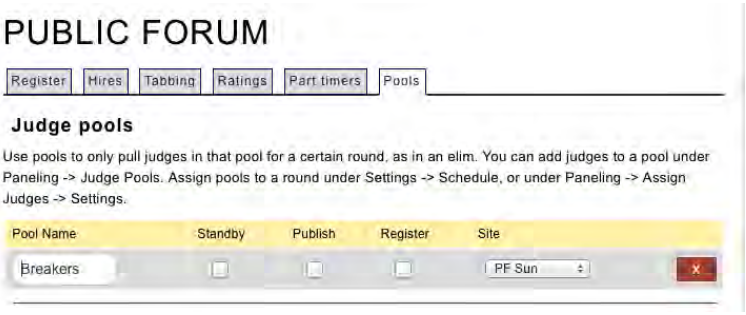
Ballot entry method—Entering twice is strongly recommended. Double-entry in tabroom can minimize tabbing errors dramatically, but not if you override this. That is, do set it up to enter twice, but then actually have two different people do the entry. One person entering a ballot twice will simply repeat the same mistake.

Master Ballot Style is where you say you want the judge's name to go on the ballot (or code, or whatever else). Other options are available, but do put in something.



Part timers

You can allow people to register their judges as part-timers, and charge them for missed rounds. To tell you the truth, this feature doesn't seem to work as advertised. It will charge the schools correctly, as it says, if one person does Friday and another covers Saturday, but it may not block those judges that look as if they're time-blocked, and it won't show you on your judge charts that you have someone who's only half there. Until these issues are resolved (including the fact that there's no way to print a list of time-blocked judges), I wouldn't necessarily suggest *not* using this, but keep a steady eye on it, knowing its lacks. We've been known to enter time-struck judges separately, repeating the information here. This is best used to tracking money owed.



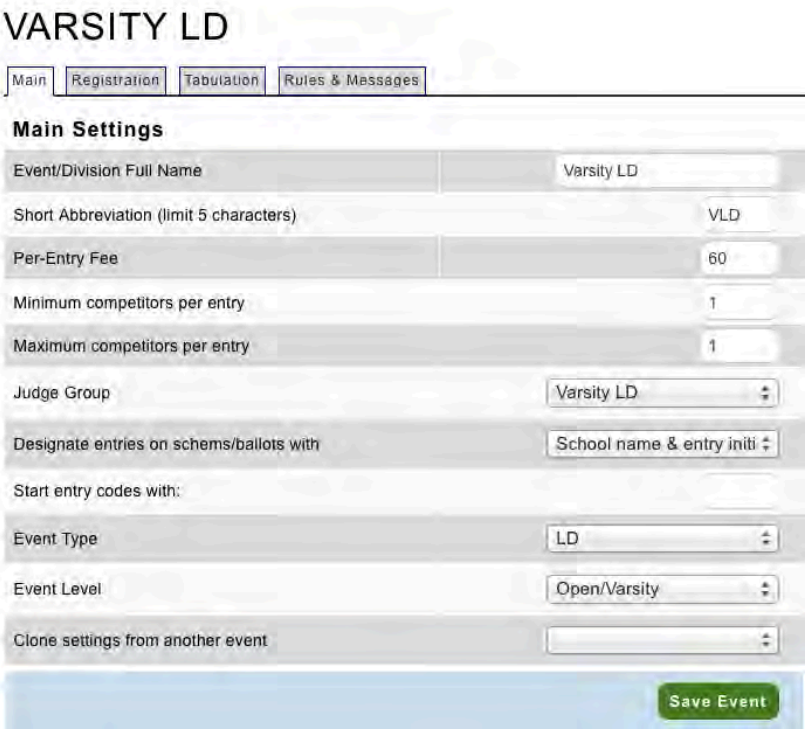
Pools

The most obvious use of pools is to create a subgroup of your judges for break rounds, but there are certainly other possibilities. However you're using them, they're created here but populated elsewhere.

Events

Events are exactly that, the events offered at the tournament. Create these after you've created the Judge Groups to which they'll be assigned.

Some key boxes in the Events tabs:



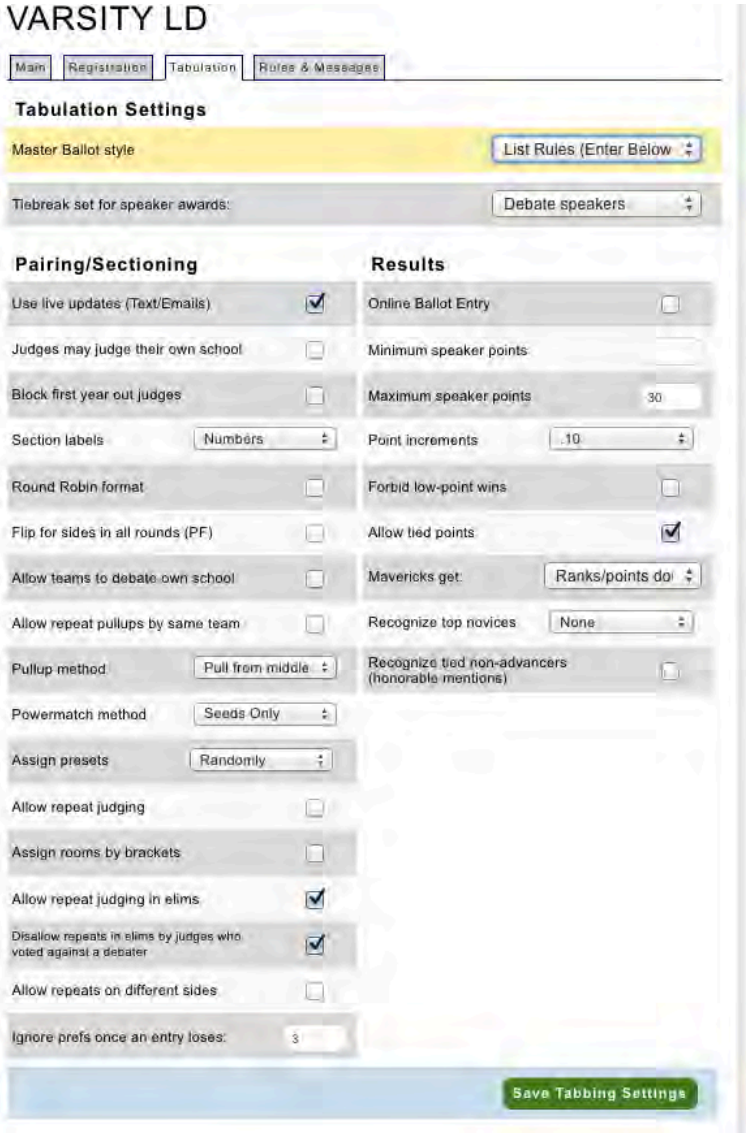
Main:

Designate entries on schems/ballots This is how you put in, presumably, the School Name and Initials, the usual style for debaters. An oft-made mistake is to put in School *Code* and entry initials rather than school name. If you do make this mistake, or any other team name code snafu, you can fix it by, first, getting it right here, and then going over to **Entries/Data Manipulation/Entry codes** and doing a "**Go**" through the miscreant divisions. (It's not a bad idea to go through this particular data manipulation even if you've set things up correctly. When names are changed after original entry, often the code doesn't change with them. This will fix that.)

Event type: Be specific. It's LD or PF or Policy, not Debate.

Clone entries: Use this if you have various iterations of, say, LD. It's especially useful in copying your message pages (see below).

Tabulation:



There's a lot here. And here's an important point: <u>You can change these in the middle of a tournament.</u> For instance, you probably don't want **teams from the same school** to debate, but maybe you're running a small league and in a late round there's just one same-school pairing you want to run: go in here, change the setting, pair the two teams, then come back and change the setting back. The pairing will stand. You might also leave **repeats on different sides** blank starting out, but when the judges stop fitting in later rounds, you can switch it then.

Tiebreak set for speaker awards: This is where, if you don't select a set with the right info on speakers and ranks, you will get into trouble. Make sure you have ranks if your event needs ranks, and that it doesn't have ranks if it doesn't need them.

Use live updates will tell judges and students where to go if they are linked to tabroom.

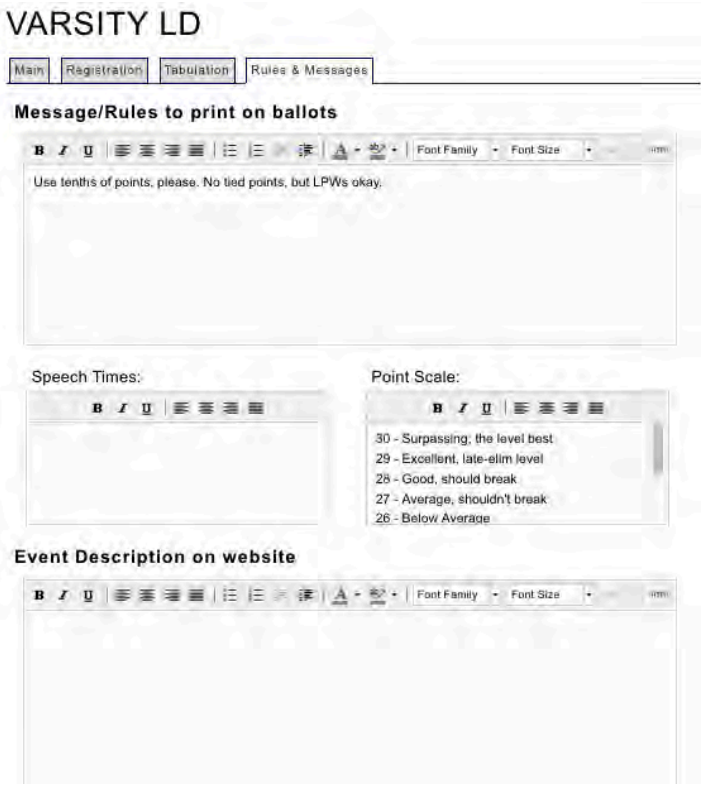
If **Online Ballot Entry** is also checked, linked judges will be able to do e-balloting.

Ignore prefs once an entry loses 3 means that your MJP doesn't matter much after you're eliminated from getting into elims, in this case when you're down 3. MJP best practices will be handled separately in this document.

Minimum points will be zero if this is left blank.

Round Robin format takes over everything and provides you with presets for as may people in your pods as makes sense.

Rules & Messages



This is a handful of empty boxes where you can put in whatever you want. Here's some suggestions you can copy and paste.

LD Point Scale

30 - Surpassing; the level best
29 - Excellent, late-elim level
28 - Good, should break
27 - Average, shouldn't break
26 - Below Average
25 - Far below Average
24 & below - Offensive, rude
HFILL Tenth points may be used
HFILL No tied points
HFILL LPWs okay

PF, for each of the three top boxes. Keep in mind that your PF judges are often newcomers, and may need help.

TOPIC: **Resolved: Development assistance should be prioritized over military aid in the Sahel region of Africa.**
Judges should decide the round as it is debated, not based on their personal beliefs.
Debaters should advocate or reject the resolution in manner clear to a non-specialist citizen judge. Clash of ideas is essential to debate.
Debaters should display logic and reasoning, advocate a position, use evidence, and

communicate clear ideas using professional decorum.
Neither the pro nor con should offer a plan or counterplan, defined as a formalized, comprehensive proposal for implementation. Rather, they should offer reasoning to support a position of advocacy. Debaters may offer generalized, practical solutions.
Crossfire should be dedicated to questions and answers rather than reading evidence. Evidence may be referenced.
No new arguments may be introduced in the Final Focus; however, debaters may include new evidence to support prior arguments.
Debaters must supply evidence on request to the judge or their opponents.

Speaker 1 (Team 1):HFILL 4mins
Speaker 2 (Team 2):HFILL 4mins
Cross-Ex: HFILL 3mins
Speaker 3 (Team 1): HFILL 4mins
Speaker 4 (Team 2): HFILL 4mins
Cross-ex: HFILL 3mins
Speaker 1 Summary : HFILL 2mins
Speaker 2 Summary: HFILL 2mins
Grand Cross-ex (all 4): HFILL 3mins
Speaker 3 Final Focus: HFILL 2mins
Speaker 4 Final Focus: HFILL 2mins
Prep Time (each team): HFILL 2mins

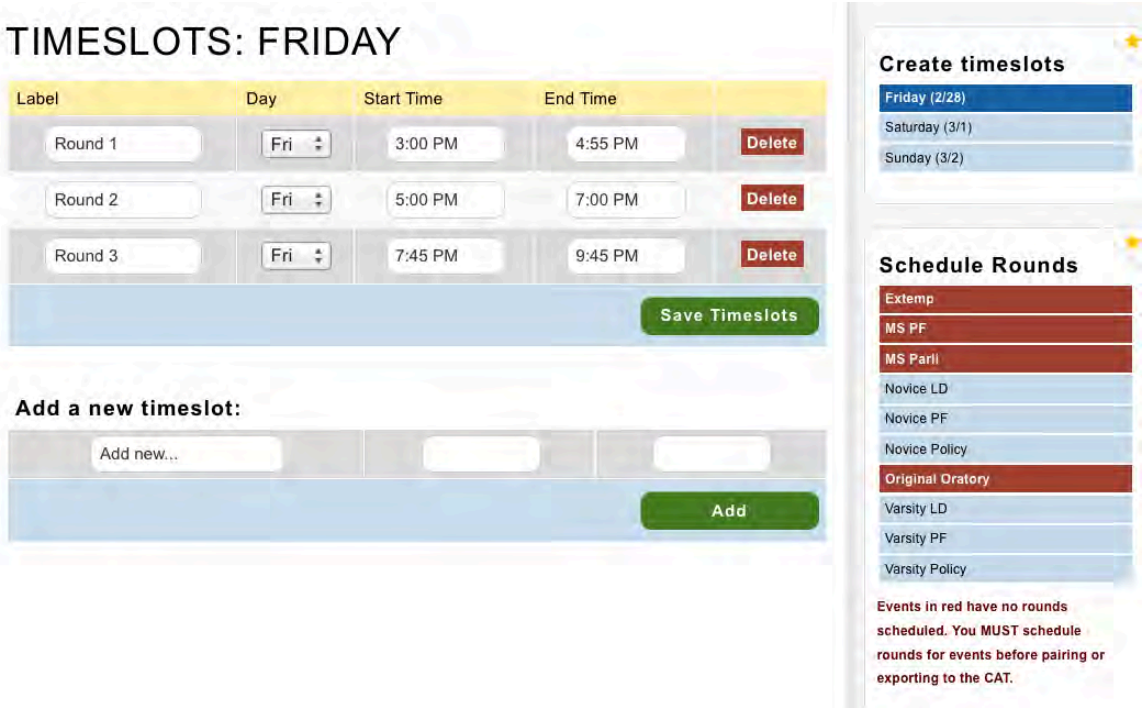
30 - Surpassing; the level best
29 - Excellent, late-elim level
28 - Good, should break
27 - Average, shouldn't break
26 - Below Average
25 - Far below Average
24 & below - Offensive, rude
HFILL Half points may be used
HFILL LPWs okay

Schedule

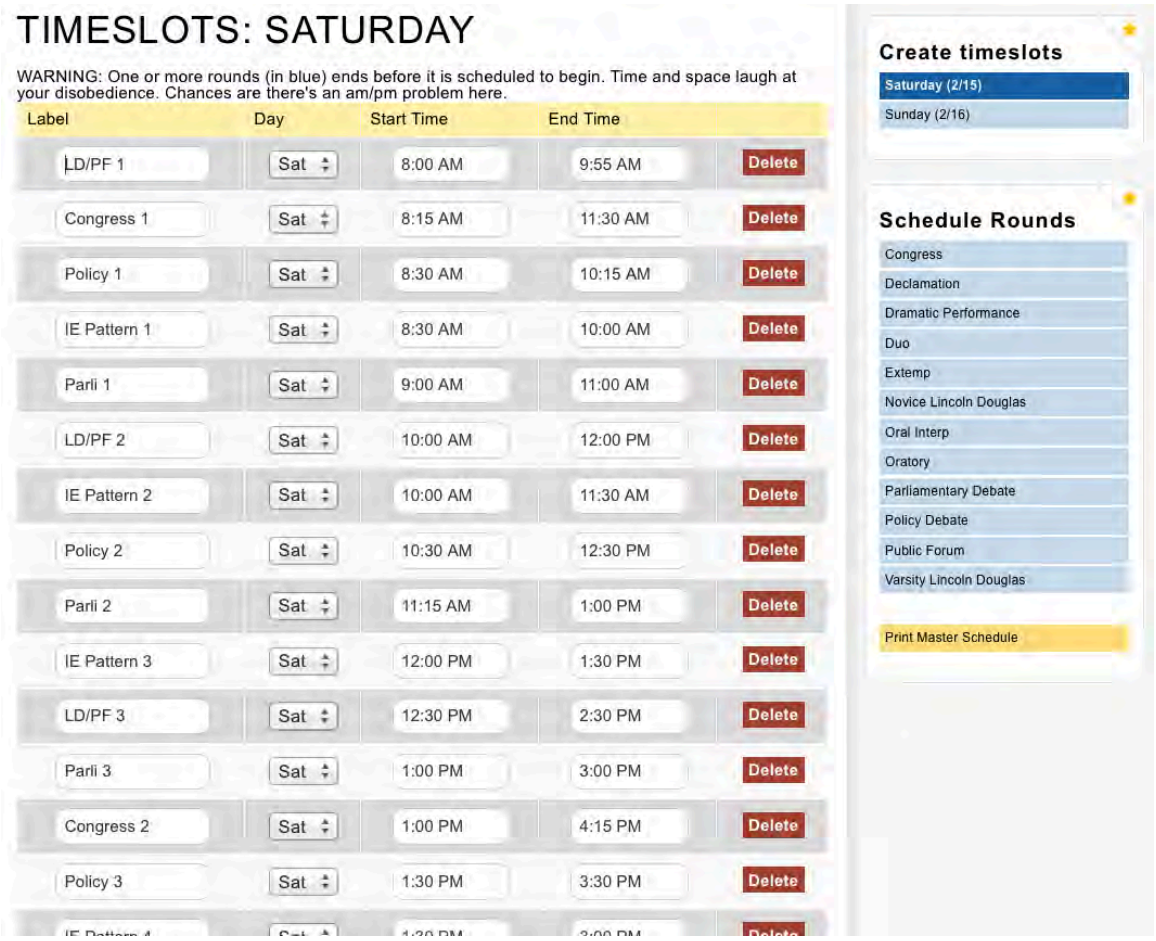
The scheduling process in tabroom isn't terribly complicated for a simple tournament. But if you're running a lot of divisions in a lot of buildings at a lot of different times, it's your tool for keeping everything straight and everyone in the right places at the right times. Once you get the hang of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

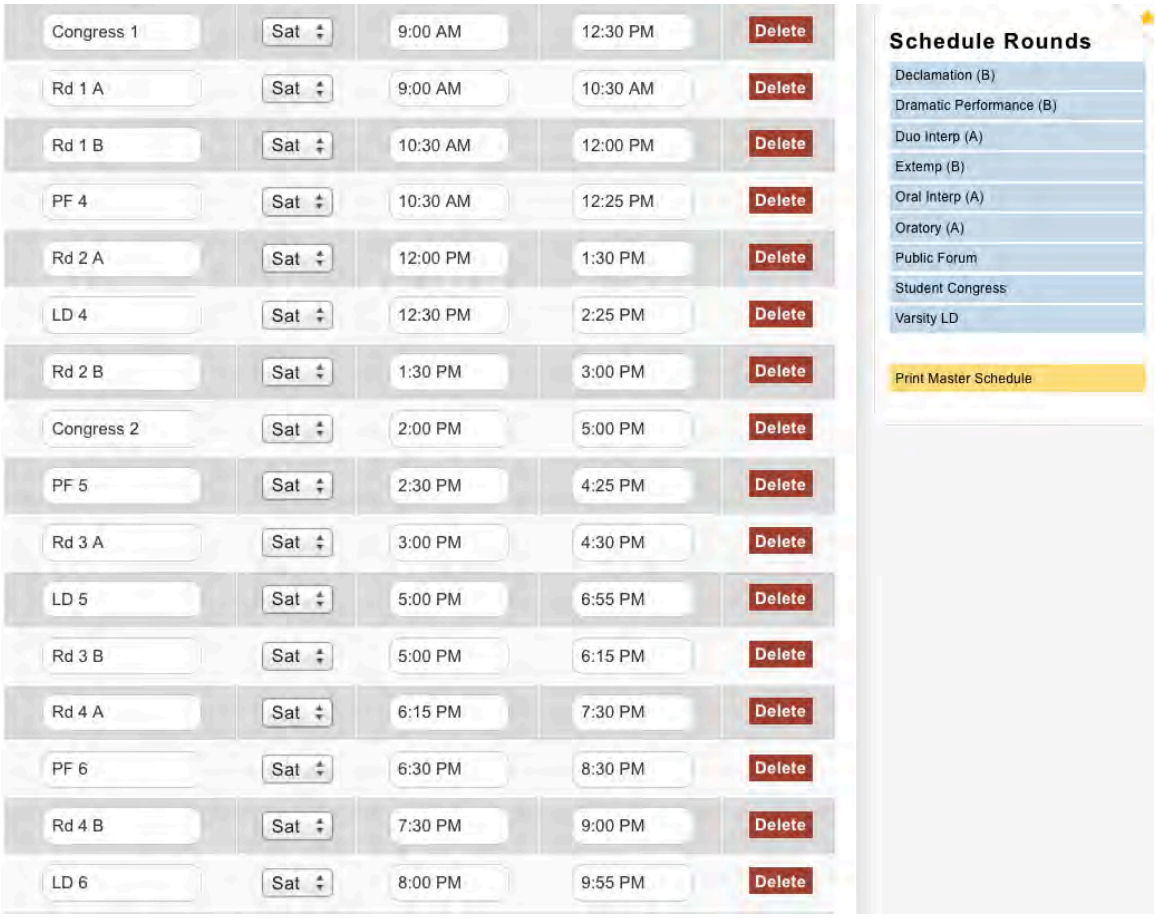
When you first come to the Schedule page, you'll already see the days of your tournament on the right, because you've already set them up, and you'll see all your events below under the heading Schedule Rounds.



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.



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.

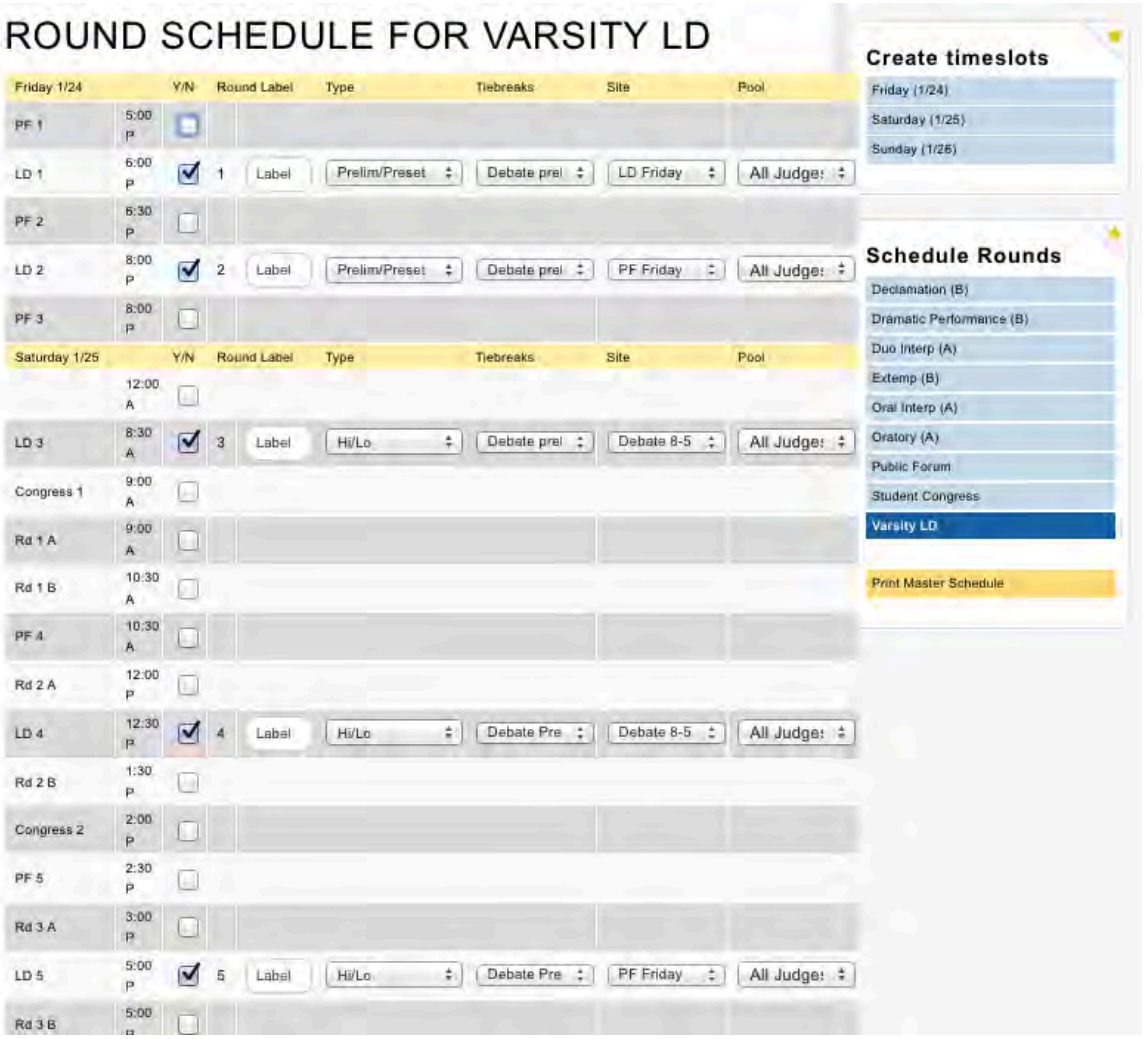


Rumor has it that Extempers like to double-enter in OO, if that's of any help to you.

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.



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.

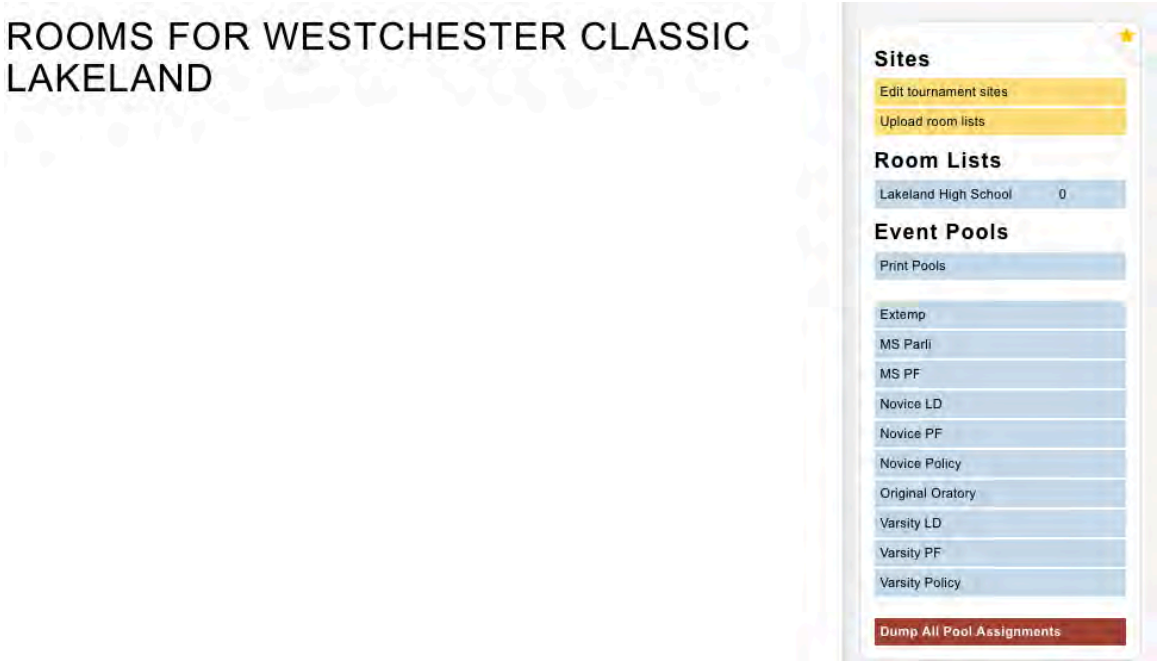
Rooms

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.

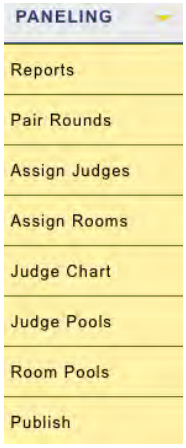
The best way to handle rooms in tabroom for the average tournament is to, first, create a single site, and second, to divide that site into room pools. This is a fairly simple process at a tournament in one building with a handful of divisions, but it can get complicated as a tournament spreads out and 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.

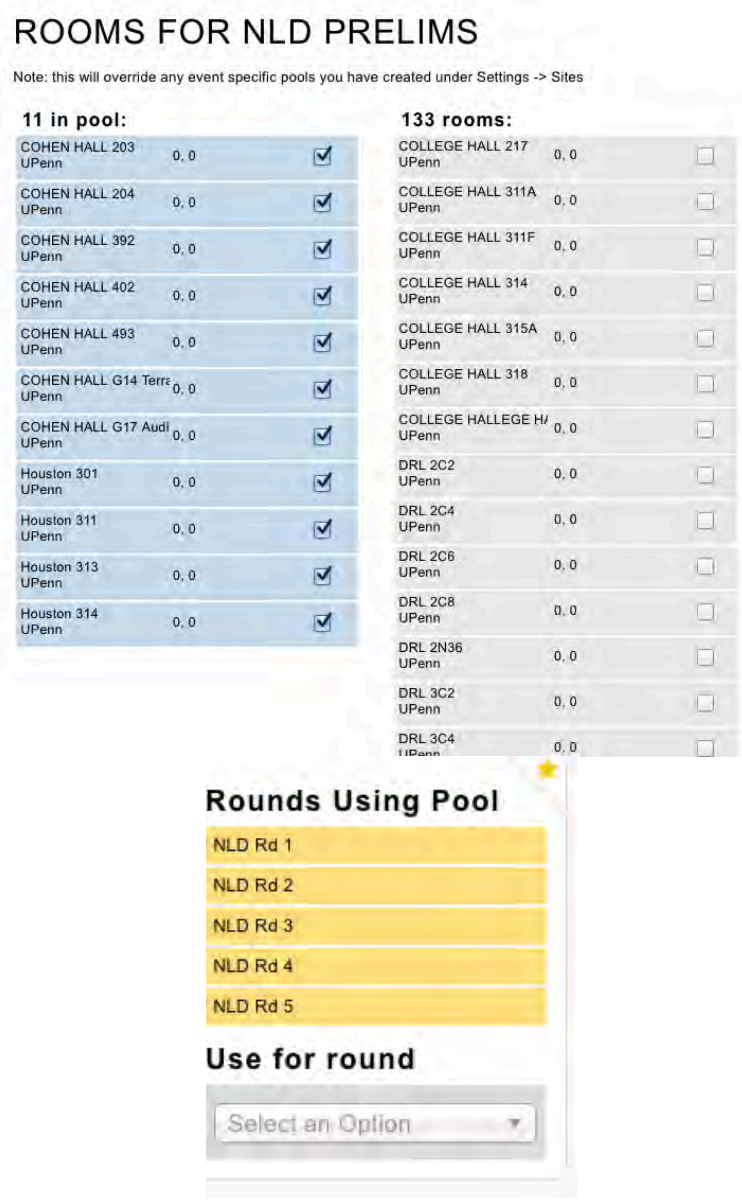


Populate the site: You will see the site you've created under **Room Lists**. Click on your site, and you can simply type in the rooms. (Alternately, you can upload a pre-existing list using the **Upload room lists** feature, but this can be frustrating if your file isn't formatted perfectly. Correct 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.

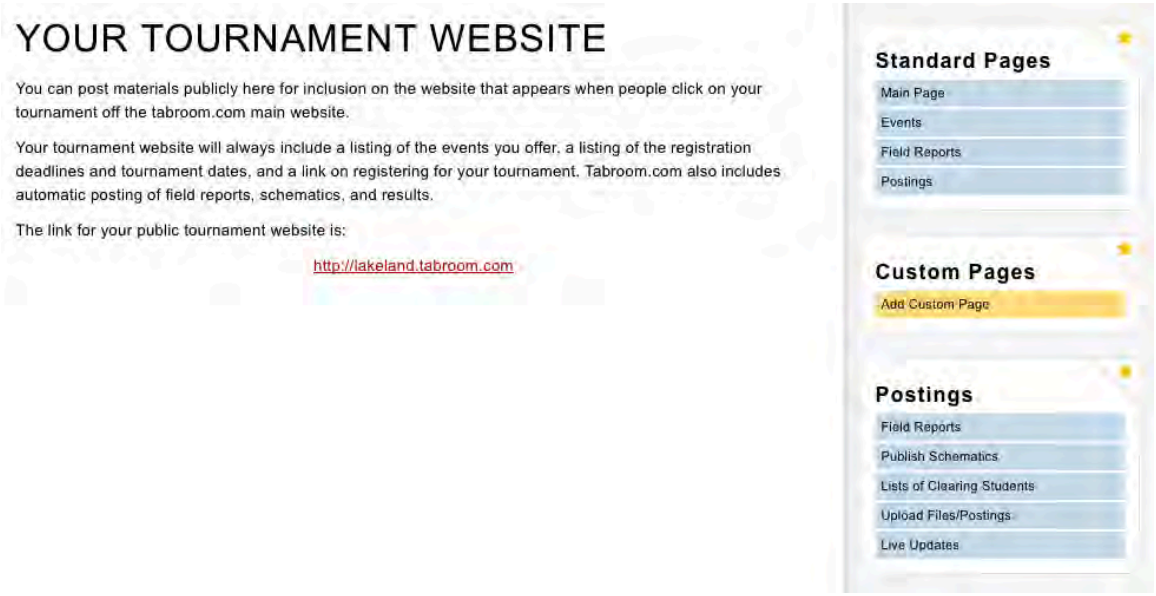


Pools are not exclusive; that is, you can have the same room in different pools (which may seem counterintuitive but which makes sense when you're moving elims or sharing in different time slots). So you need to be careful that, as you create each pool, you are not using the same rooms at the same time. 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.

Website

Once upon a time people wrote invitations and mailed them in an envelope to a generic "Debate Coach" at every school they could think of. How quaint. Nowadays people still write invitations and they post them on tabroom. How quaint.



Use the website, my friend. It's simple enough and doesn't require any particular instruction; just go to the website page on tabroom and add your various pages.

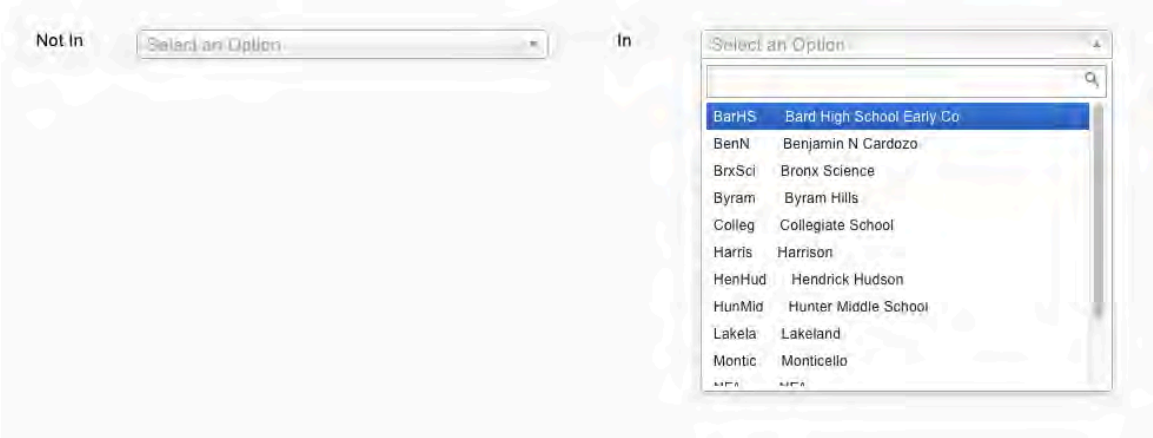
The **Main Page** is the first one people will see. You can explain however much you want to your heart's content, but here's the most important thing: **Put up a separate custom page for your schedule, and don't post the schedule anywhere else**. That way, when you update the schedule, you'll do it here, and the only place people can go to see a schedule is this one place, which is always accurate.

Entries

The **Entries** menu is the door to where all your data resides. This is where the entries and judges appear as the schools register, and where you can adjust who is doing what, when, such as dropping students, limiting a judge's availability, etc.

Schools

The schools page is relatively self-explanatory. On the left are the schools registered but not yet at the tournament. On the right are the schools that you've marked as In, assuming you're using tabroom to track actual registration at the tournament.



Here's some things you should think about.

Empty Schools

A lot of schools will look at your tournament on tabroom, and by so doing generate a registration for the tournament. There are no actual entries in this registration, unless they take the next step and put in some names. So when your online registration deadline is reached, there will be a bunch of empty schools that never intended to come, but were just curious. Also, there might be some schools that dropped their entry, but the school is still there. You can delete them thus:
Entries/Data Manipulation
On the right, **Entry Manipulation/Empty Schools**

Voila! Note that some schools might not be deleted even though they appear empty. Those you'll have to go into and delete at the school page level. Still, it's better to make these go away than to have them taking up mental space.

Registration at the tournament

One of the things tabroom was originally built for was tracking registrations, and it makes sense to take advantage of this functionality at your registration table.

First, print up all the registrations and invoices the morning of the tournament: **Entries/Reports/Complete Packets (on the right)/Reg & Invoice**

When people arrive at the desk, hand them their packets and bring up their school on the computer. If they have changes, enter them into tabroom. If the money changes and they need a new invoice, you can print it up for them on the spot (the function is on the right of the school page; see below). Finally, you can mark them in as Registered (either paid or not paid). That will move the school over to the "in" side and get rid of that big red NOT REGISTERED banner. You now know that they're here, whether or not they've paid, and that their registration is accurate.

NOTE: This is NOT the same as **Settings/Tournament/Settings/Enable Onsite Registration System**. That setting allows schools to mark themselves as in, and is only recommended for events such as where small local leagues simply show up with some kids and don't have to pay and the kids and judges are only pinned down at the last minute. You do not have to enable a normal invitational registration. It is there if you want it; if you don't want it, it's still there, you just aren't using it.

NOTE TWO: Marking a school as "in" versus "not in" has no effect on that actual entries. That is, if a school isn't marked as in, its teams and judges are still in the system and presumed active and will be paired. Onsite registration—moving entries from not in to in—is organizational, not functional.

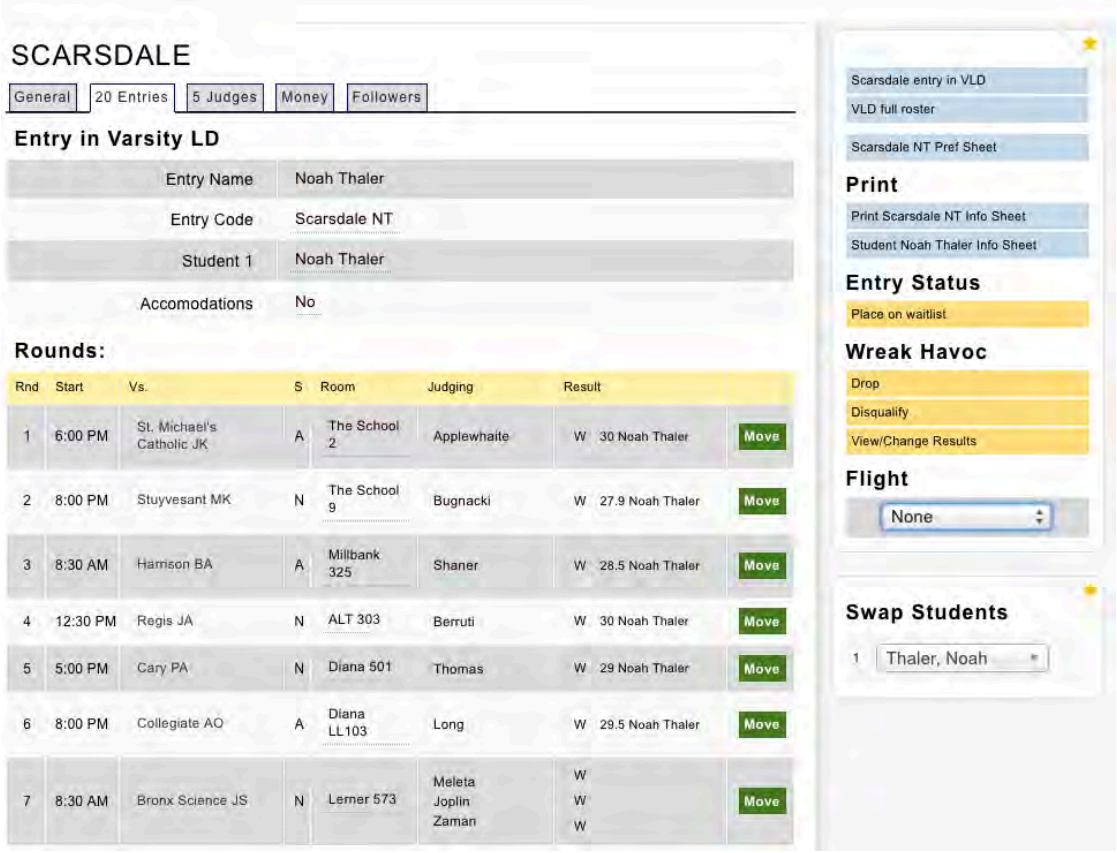
Events

There's nothing confusing about **Entries/Events**. Here's all the teams registered, by division.

DIVISIONS AT NYCFL GRAND TOURNAMENT AT STUYVESANT

Event	Active	Drops	Waitlist	Total
DEC	12	0		12
DP	6	0		6
DUO	5	0		5
Lincoln-Douglas	7	0	0	7
OO	12	0		12
Public Forum	5	0	0	5
Student Congress	6	0		6
V OI	14	0		14
V X	14	0		14
Total	81	0	0	81

Each team entry is the repository of their information, including their prefs. And each round is recorded here as it happens during a tournament.

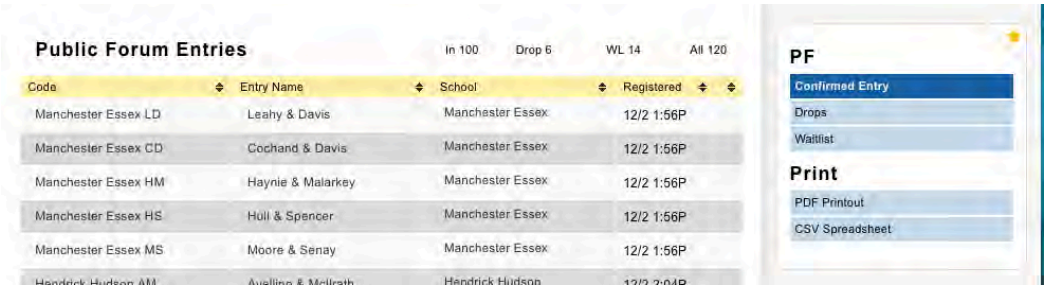


You can go into any entry and drop it, put it on or take it off a waitlist, change a name, etc. You can print data sheets on individual entries and all sorts of overall CSV sheets for the division as a whole. It's all here.

If anything goes wrong with an entry during a tournament, such as an entry not appearing on the schematic (it happens), you can go here and you'll see a button [**Add Manually**] to force the entry in.

If there's errors in tabbing, you can click on **Wreak Havoc/View-Change Results** and make corrections. (View-Change Results links show up in a number of places. The thing about them is that they are definitive: make a change here, and it's in. If you're entering ballots with a double-check, this is a potentially dangerous way around double-checking. Use this function judiciously.)

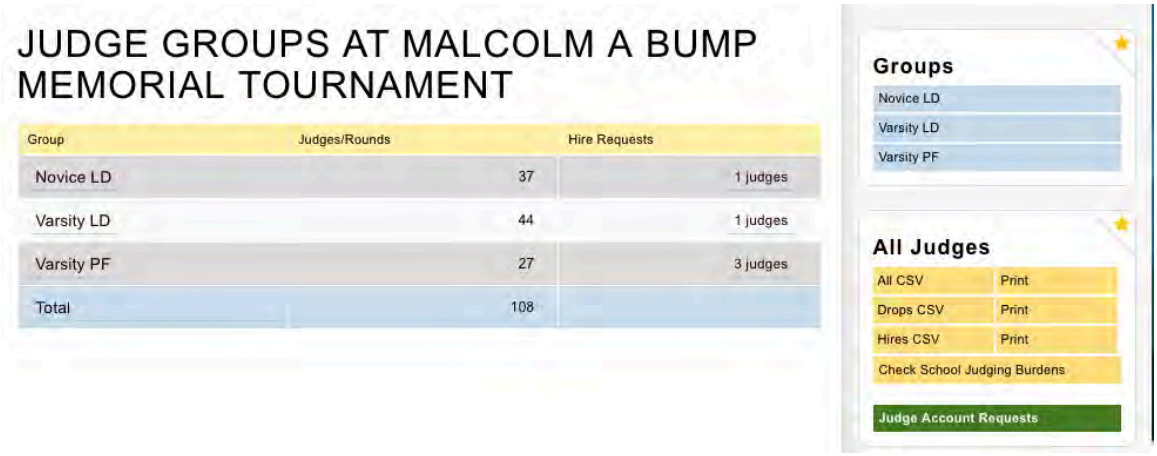
If you have a waitlist, you can handle it here for the whole division rather than going into each school's registration separately. Click on the event with the waitlist, and you'll see a list of the entries.



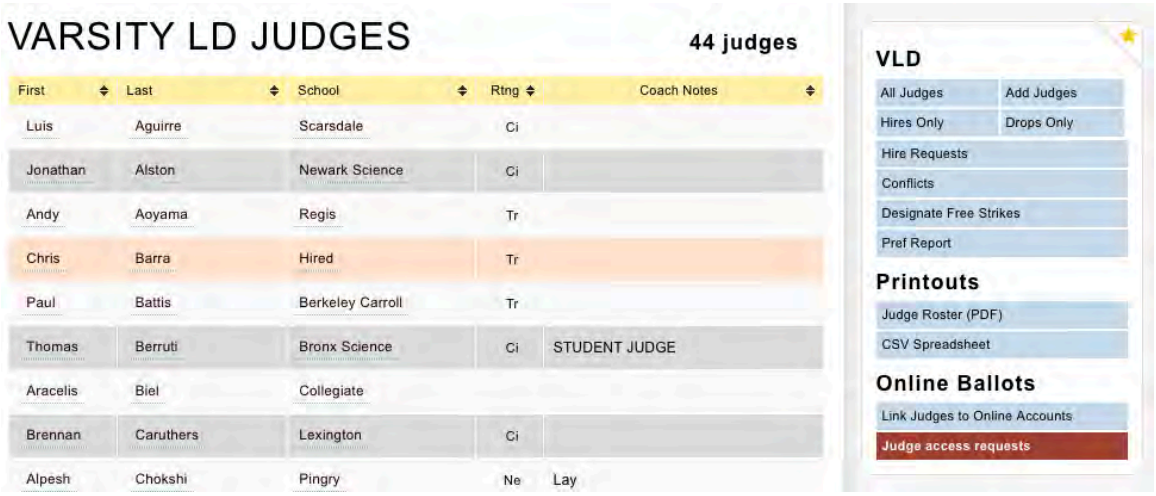
On the right you can click to see only waitlisted folks. And here you can click on a button to remove them from the waitlist, while keeping an eye on the balance of who you're letting in so that you don't get carried away, e.g., when you want every school to have 7 entries and no more or something like that. I recommend right-clicking on the waitlisted entries to put them into new tabs as you work; I just find it a clearer way to operate and keep track of what I'm doing, along with refreshes of the main page.

Judges

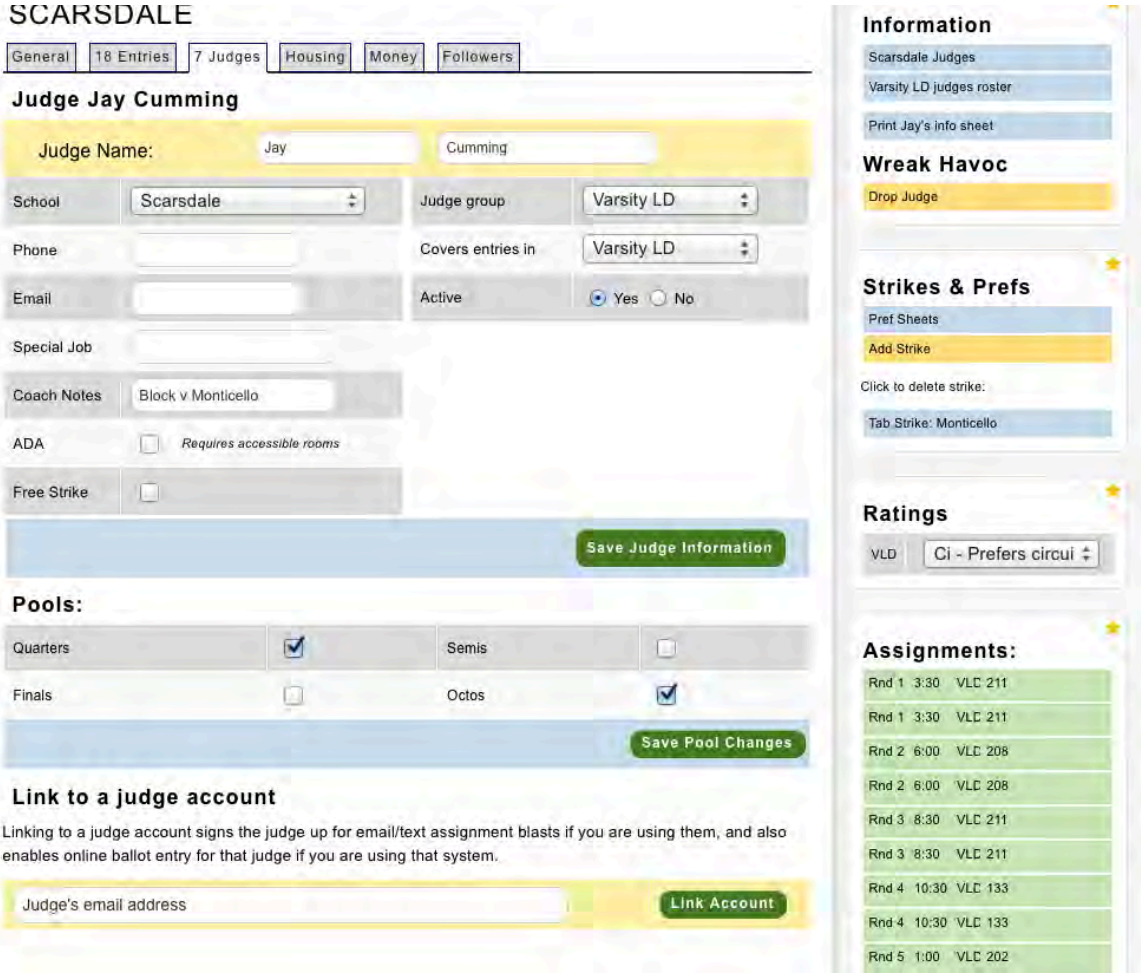
As with the **Entries/Events** page, the **Judges** page is the door to all the data on the judges. Most of this is self-explanatory. You can press all kinds of buttons and look at all kinds of data without causing any harm, and I advise you to do so.



If you are looking at the number of judges, keep in mind that it is the number overall, and does not take into consideration which judges are not there on Saturday or taking Round 5 off or whatever.



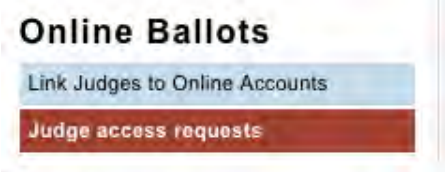
Clicking on any judge will bring you to their complete info sheet, as with the entries. Here is where you can see their strikes and conflicts, including time strikes. Here is also where you can see if they're linked to tabroom for e-ballots (and can unlink them, if necessary).

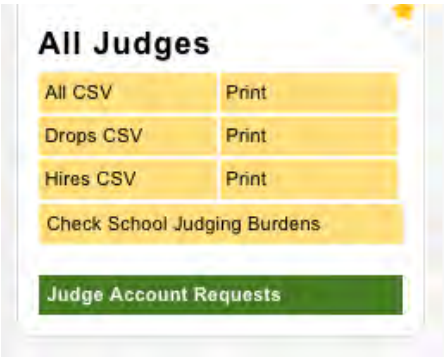


IMPORTANT: It is probably better, after a tournament starts, to mark a judge as not **active** rather than to drop the judge, if the judge goes out for any reason. You can always reactivate.

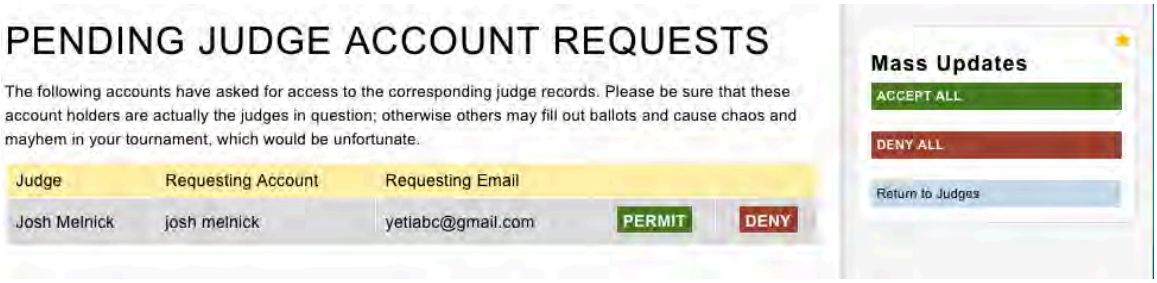
If you want to know if you have a judge's email or phone number, bring up the **All Judges CSV** file in Excel, accessible from the main page of judges for each division.

Enabling e-ballots
This is where, when judges connect their tabroom.com accounts to a judge, you make the link. It's that little green or red Judge Account Requests, which only show up if you have e-balloting and judges need to get linked. Judges who are already linked will automatically get e-ballots.





Click the button, and you can handle the requests.



One important process handled here is the hiring of judges. Some thoughts on hireds:

- Tournaments need more judges than the pure mathematical number apparently required. Double-flighted PF with 80 entrants looks like it needs 20 judges, but with judges who disappear, sickness, conflicts, strikes, etc., a minimum of 25 is what's really required. These are not hired/sold, just extra. **As a rule of thumb, you should always have at least 5 extra judges for each division beyond the mathematical necessity.**
- Unless you have more judges than there are stars in the heavens, handle your hired requests manually (**Settings/Judges/Hired Judging**). Sell your hireds as you acquire them, after you've got your first 5 extra.

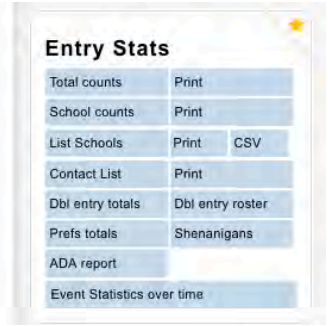
- Give your hireds to the people who need them. Presumably people will request more hireds than you can supply. If you don't handle your hireds manually, they will go first come, first served. But local schools and big programs can almost always supply their own judges, and no tournament is obligated to do their job for them. **The hired requests you want to fulfill first are for the people who travel furthest to your tournament.** If someone is flying in, their flying in of judges as well is a big, expensive deal. After satisfying as many long-disance requests as you can, if there are any hireds left over, then you can dole them out to the locals.
- If you click on a judge group under **Entries**, you can then go to the right and handle hire requests. You'll get a screen like this, provided you're offering hired judging:

- AN IMPORTANT NOTE ON THIS FUNCTION: **Hired requests may not be accurate.** Before granting any requests, make sure that the requesters got the number right. Maybe they've dropped or added teams, or maybe you're selling by the entry but they're assuming that they're buying to cover more than one entry. Check first! This will save a lot of heartaches later.
- The judge groups under **Entries** are how you add your hires. Click on **Add Judges** on the first screen. Do not make them part of the host school, unless the host school has entries. Hireds are hireds, and putting them into the hired area of tabroom makes it easiest for you to keep track of them.

Monitoring the Data

The bottom 4 entries on the **Entries** menu allow you to take care of business as the tournament gets closer. Most of it is self-explanatory, but there's some features you should specifically think about.

Entries/Reports/Shenanigans



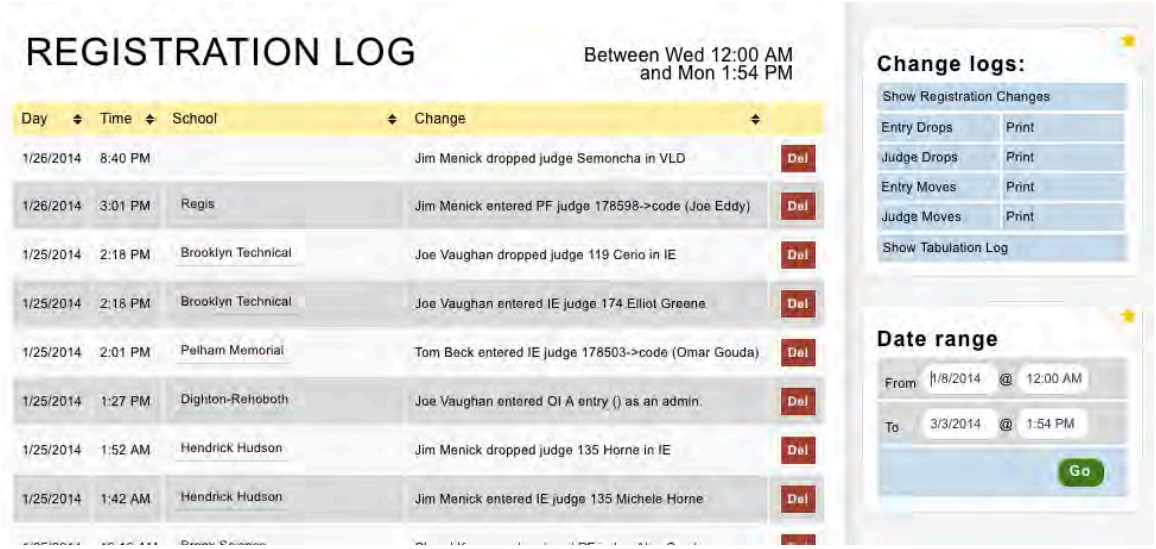
Shenanigans are when people enter the same judge to cover different divisions. In other words, Joe Blow will be listed as a judge in both PF, say, and Policy. We will be generous and assume that the registering school has made an honest mistake, but what it means is that they're short a judge. Always check for shenanigans right before and after judge registration closes.

Entries/Reports/Money

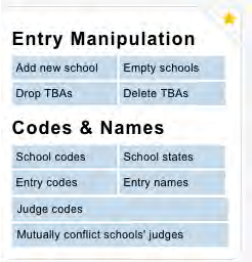
If you assess fines during your tournament, they will show up clearly on the **All Fines** printout. Any fine assessed at any time will appear immediately, so when you're pushing ballots and hit **Remove and Fine** for a judge replacement while all hell is breaking loose, a nice record is being kept of it so that you don't have to. The example below has had the school name and judge name redacted, but it does show what they missed and the amount owed.

Entries/Change Log

It is a good idea to set up your tournament to log changes (**Settings/Tournament/Settings**). People will tell you they signed up months ago, when in fact they signed up yesterday. On this Entries page you can see as much or as little as you want of the entries and changes. This used to be a way more important page when we were porting the data over to TRPC, and wanted to check if there were any last minute changes at the registration table, but it is still useful occasionally during the run-up to the tournament.



Entries/Data Manipulation



This is a very important area. Here you can:

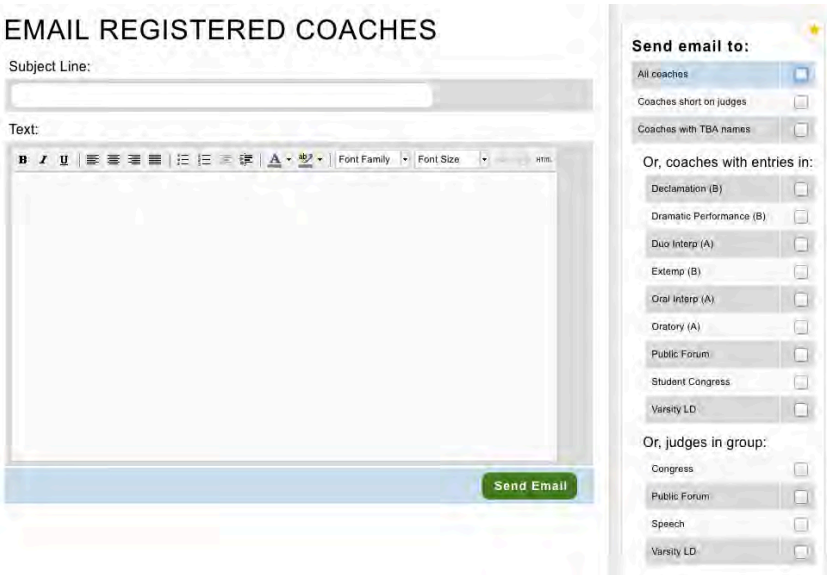
- **Add New School**, usually when someone is registering late and can't get in themselves.
- **Empty Schools** brings up a list and allows you to eliminate them from the tournament, which is especially important if you want to track per-school fees. Note that sometimes empty registrations may stick, and you'll have to go into the actual school to get rid of them.
- **Drop (or Delete) TBAs**: If you have TBAs signed up for your tournament, at some point you will want to eliminate them. They're great for signing up early, but often people keep them hanging, and this can wreak havoc with your planning and waitlist management. You should eliminate TBAs about two weeks before a tournament begins. Make sure you let your registrants know a couple of days in advance that it's happening so that they can enter real names.

- **Entry Codes**: This one is extremely important, and I recommend you run it before every tournament the morning of the event as a matter of course. During signups, people often change entry names. Often the changes are not reflected in the entry code, and confusion ensues when the rounds are paired. Also, this is your chance to make sure that your entries are coded correctly.

If you look at this function and see **101 3826** and what you wanted to see was **Central High JF**, you'll need to go back to **Settings/Events/Main** to "Designate entries on schems/ballots with…" whatever you prefer from the selection. After that, run the entry code fixer, and all will be fine.

Entries/Emails

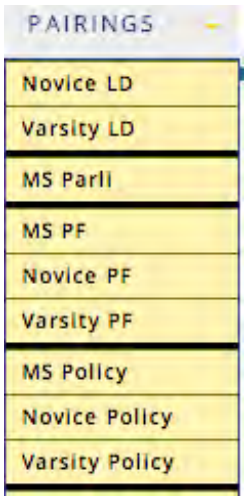
Obviously, this is the place whence you send emails to your entrants. Note that you can slice and dice the recipients in a variety of ways. Most useful is the subsection addressed to schools short on judges, especially when the deadline is looming.



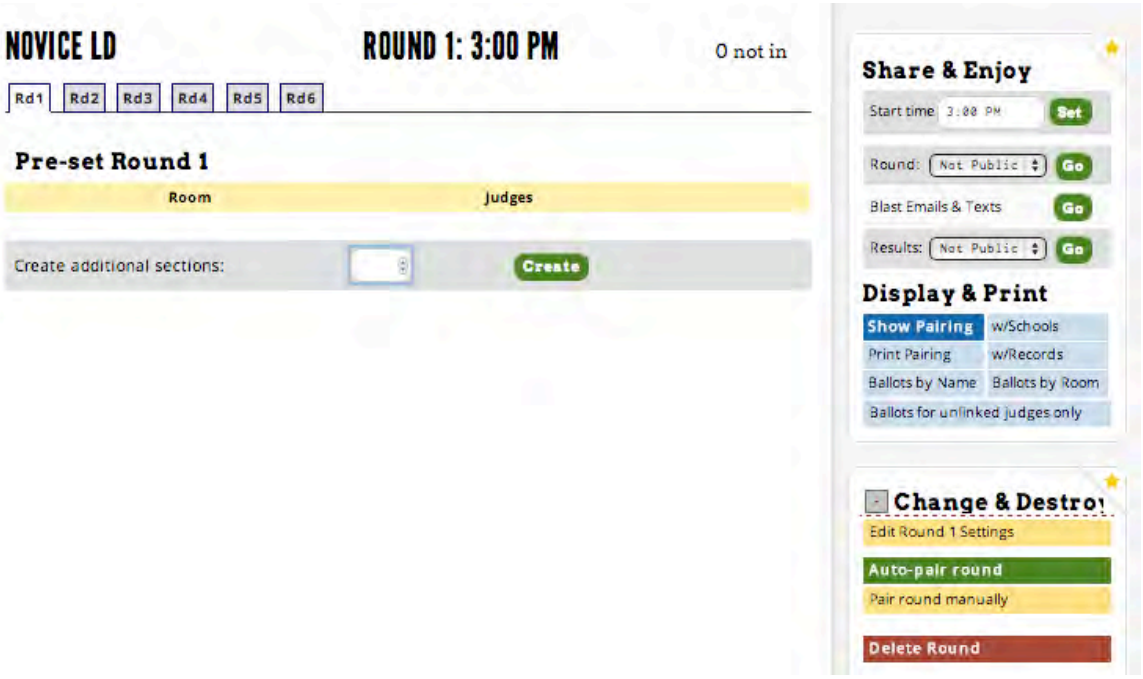
Pairings

Basic prelims

If you're running a speech event, you do it under **Paneling**. If you're running a debate event, go to **Pairings**. While there is plenty of useful stuff under the Panelings menu, it is not our main operational area. We'll cover it later.

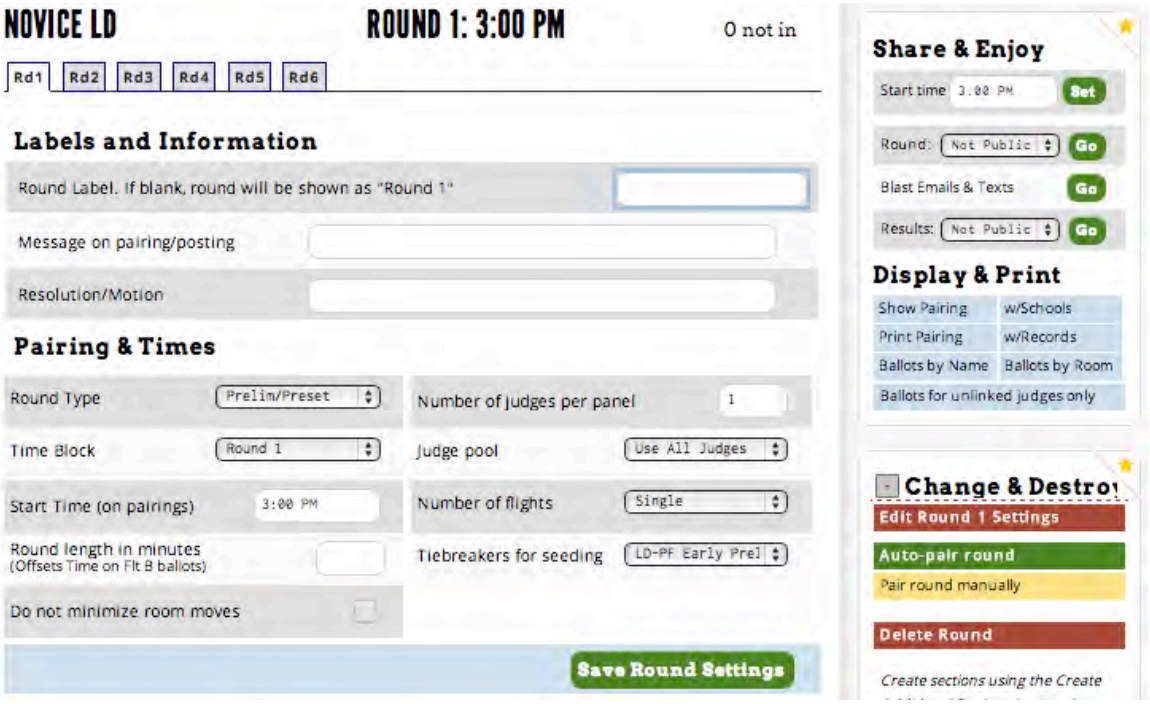


Each event you've created appears in the menu., organized by type of event. When you first click on the event you wish to pair, you'll see something like this.



Nothing has been done yet. You can see the number of rounds you've scheduled in the tabs at the top of the page, and the names you've given those rounds (if any).

The first step in pairing a round is to check the settings. Click on **Edit Round Settings** in the **Change & Destroy** area to get a screen like this one:

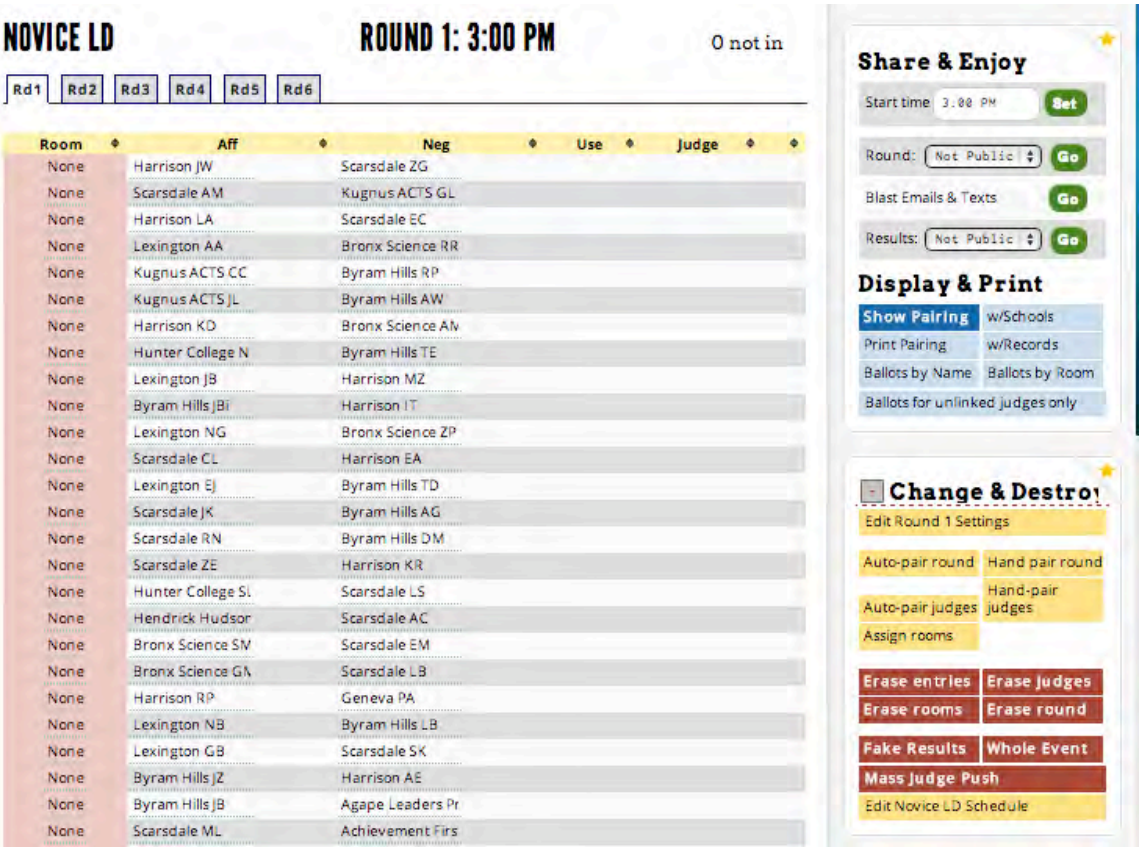


Labels and Information is self-explanatory. The rest of it is your chance to double-check everything. Do so carefully.

Round length in minutes sets the offset time when you have flights. As a rule, put in 50. This will put in a start time of 3:50 for Flight B in the example above. If you leave this blank, you're trusting to fate that everyone will show up on time, and you'll have no way of handling forfeits.

Unless you've created a special judge pool (unlikely in the normal course of prelims), you will use all judges. Make sure you have the right number of flights and the right tiebreaker set. Then click the **Save Round Settings** button (changes don't automatically get saved here).

After your settings are saved, you'll do the pairing. Use **Auto-Pair round** to get a screen like the one below:

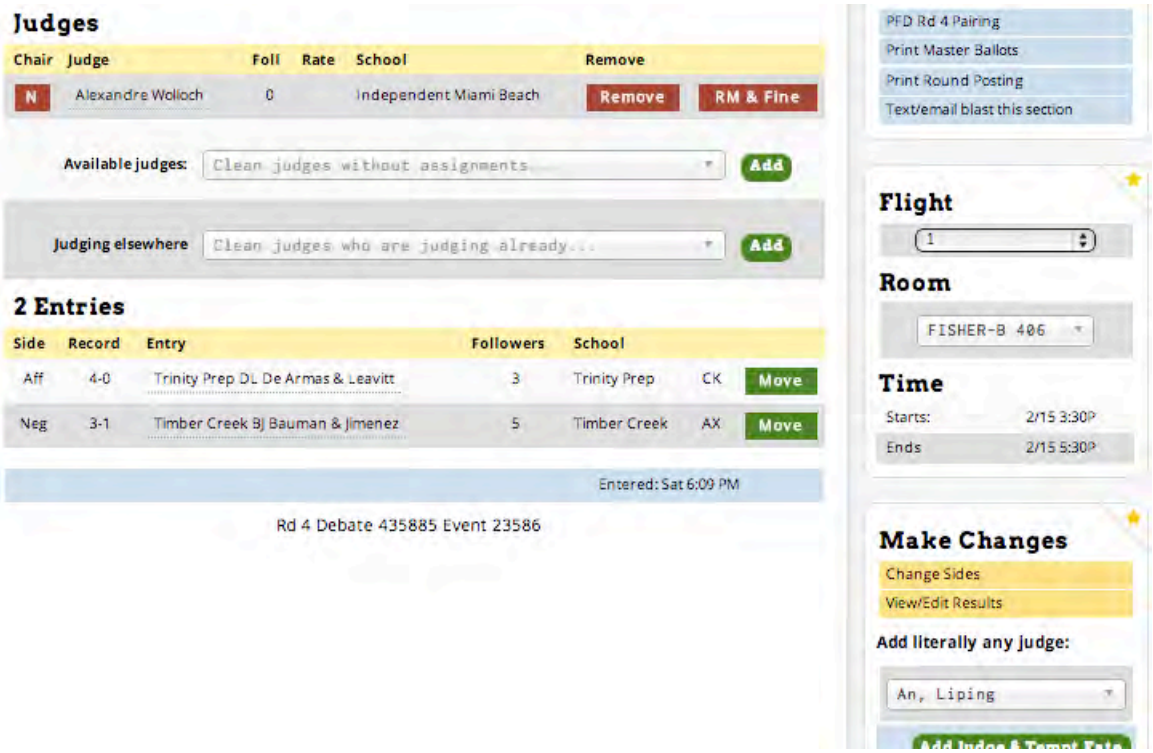


This gives you a pairing. Next up, **Auto-pair judges** and **Assign rooms**. It really is as simple as that—often.

When you're ready to release the pairing, your print functions are under **Display & Print**. If you're using only printed ballots, print **Ballots by Name**. If you have electronic balloting, just print **Ballots for unlinked judges**. If all your judges are linked, when you click this button you'll be taken to an empty page; that means that this particular division is operating in the 21st Century.

Under **Share & Enjoy**, you can do what we like to call Releasing the Kraken. You can make the round public on the web (at tabroom, of course), and blast an email to everyone who is linked to tabroom telling them, student or judge, where to go and when. After results are in later, you can also post those from here.

Changing judges
There may be some reason you don't want a certain judge in a certain round. Click on the room or the judge's name in the pairing to get this action screen:



The first place to look is under **Available judges**. This pull-down menu will show you who isn't on for this round, or this flight of this round if it's double-flighted. **Judging elsewhere** shows, obviously, judges with assignments. You might want to juggle some of this around in, say, an MJP situation (the teams' prefs show next to the name). Sometimes you'll see more judges if you toggle the **Flight**, over on the right.

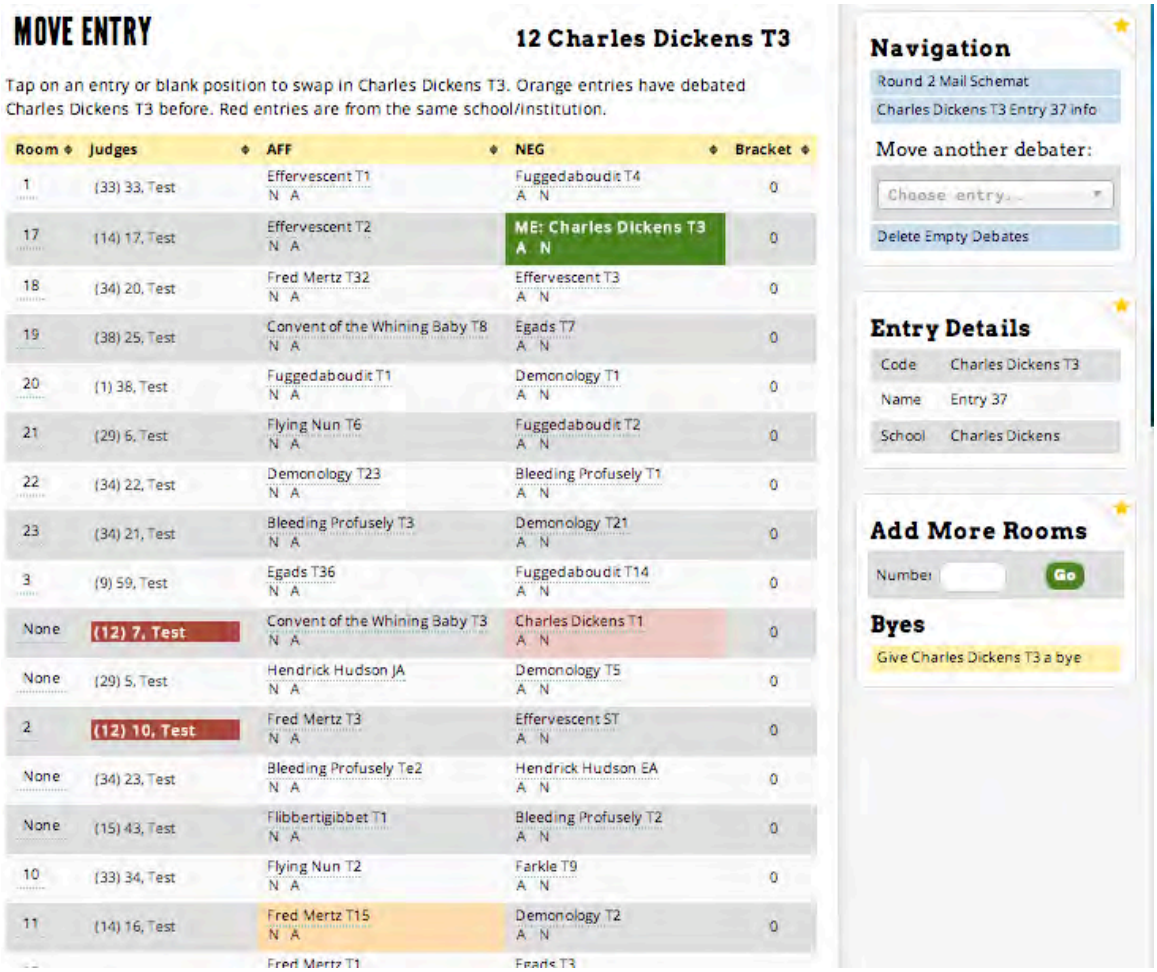
When you've found a judge you want, click on the **Add** button. This will place that judge into the round, but not remove the original judge. You have two options: **Remove**, and the original judge will be tossed back into the available poll, or **Remove and Fine**, which will similarly toss the judge back, but impose a fine, presumably for not showing up. This is how you'll probably handle pushed ballots.

At the bottom of the illustration above is a button to add literally any judge in the system. Use this carefully, but it's very helpful when, for instance, you know there's a policy judge you can drag into just this one LD round.

Changing rooms
Click on the room in the pairing. It will bring you to same screen above. You can toggle to a different room over on the right (assuming one is available).

Changing debaters

What if you need to substitute one debater for another? In that case, click on a debater's code in the pairing to get a screen like this:

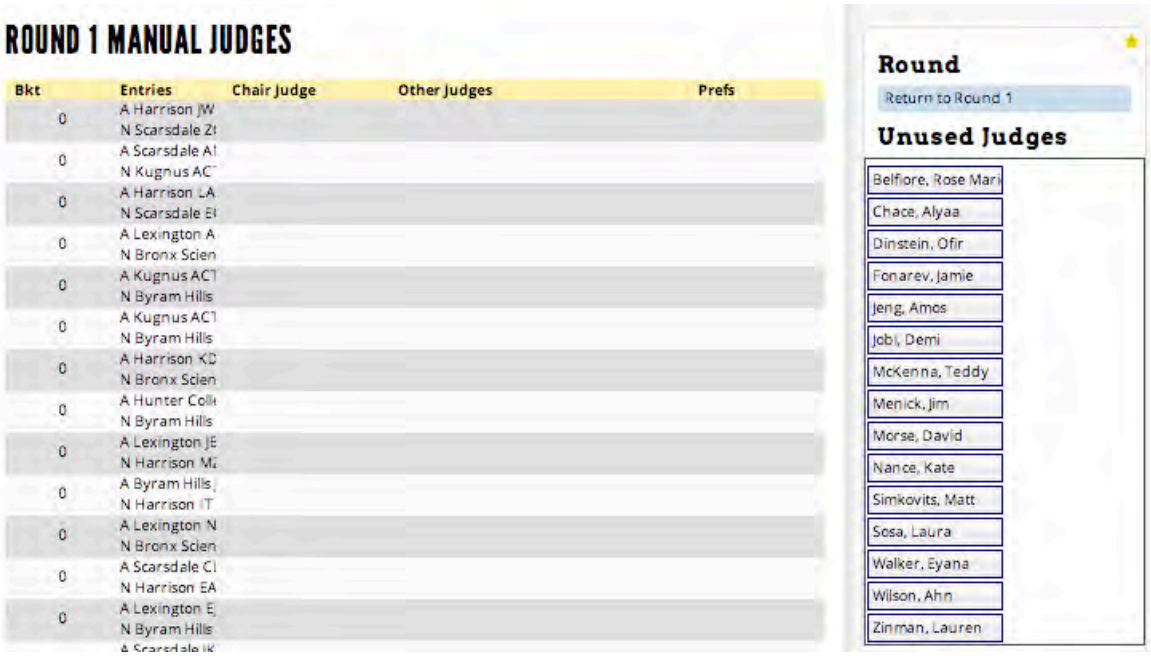


This is the **MOVE ENTRY** screen. That's exactly what you're going to do. The team you clicked is named at the top, then shown in green along with the other debaters. What you want to do here is click on the team that you want to replace the green one with.

That is, let's say you wanted to switch the green team, Charles Dickens T3, with Demonology T1. Click on Demonology T1, and the switch will happen immediately. Fred Mertz T15 is orange because they debated Dickens in a previous round; you don't want to replace Demonology T2 with the Dickens team, needless to say. The other Dickens team is red. Note that this is an almost entirely non-intuitive process; be careful when you're doing it. Also keep in mind side restraints if it's an even-numbered round.

Alternate ways of pairing a round
You can hand-pair the round if you wish. This option is available under **Change & Destroy**. This is usually necessary in very small divisions, where tabroom will simply refuse to make a pairing. You can also hand powermatch. A word of advice: in the situations where you need to do these things, you inevitably will have a small number of teams. The easiest thing to do is print out team cards and lay them out on the table and figure it by hand, then put the assignments into the computer. Trust me on this.

Hand-pairing judges
Tabroom will pair better than you, as a rule, especially in MJP situations. Nevertheless, there are times when you want to do the assignments yourself. You can do this by clicking the button under C&D after a round is paired. This is the hand-pairing screen (with no judges assigned yet):



You drag and drop from the right to the left. The second you touch a judge, any pairing that is off-limits—same school, already judged—will turn red. It's sort of fun to do, but as said above, it shouldn't be your first choice for making assignments.

A useful tip: If your round won't pair or judges won't assign, try again, especially if a round isn't particularly tiny. Occasionally tabroom will get a little lost the first time out, and when you hit the same button again, it will give a different result. Not what you'd expect with a computer, but try it. It can't hurt.

MJP

Let's make it interesting. Let's add some Mutual Judge Preferences.

MJP rounds are paired like any other, to begin with. Do your check of the settings, autopair the round, then autopair the judges. What you get looks something like this:

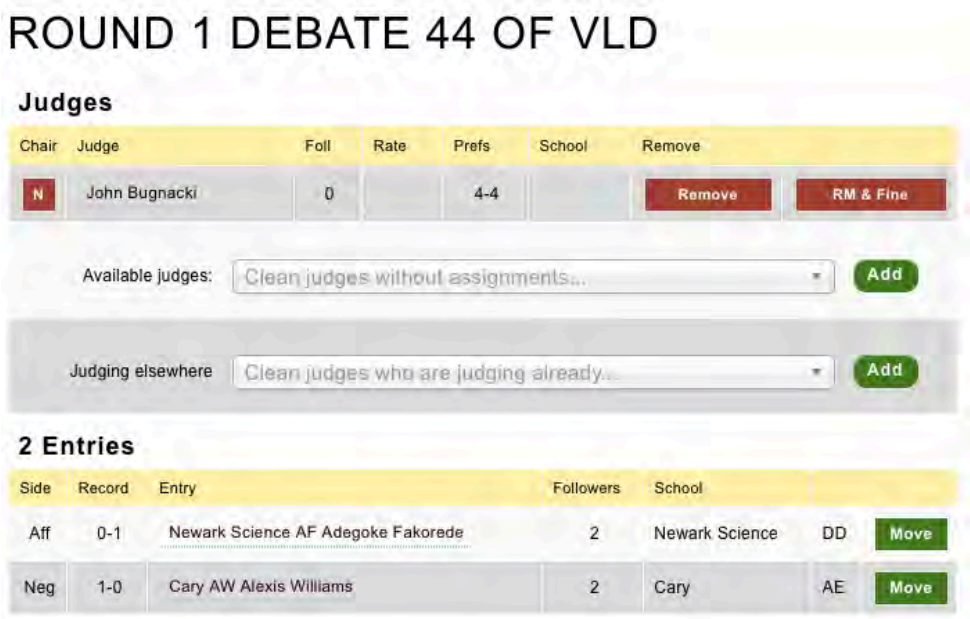
VARSITY LD ROUND 1: 6:00 P 0 not in

Rd1 | Rd2 | Rd3 | Rd4 | Rd5 | Rd6 | Dubs | Octos | Quart | Semis | Final

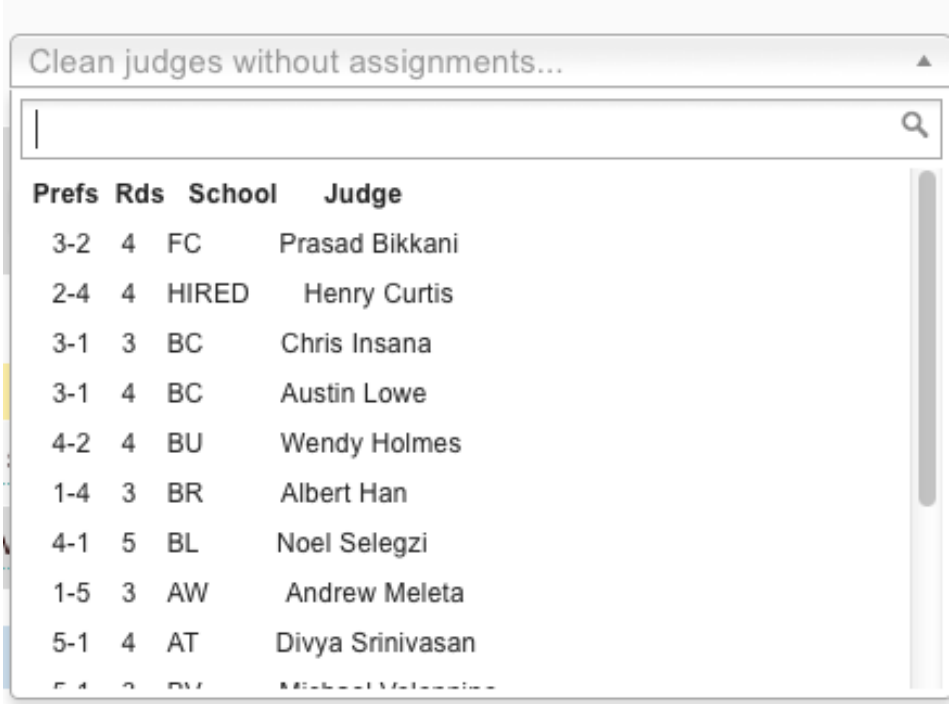
Flt	Room	Aff	Neg	Use	Judge		
2	Lerner 568		Hunter College SC	6	Wang, Honda	1	IN
1	Lerner 555	Kugnus ACTS SK	Lexington AS	2	Agerwal, Alok		IN
1	Lerner 568	Byram Hills AJ	Whippany Park MC	6	Wang, Honda	1/1	IN
1	Lerner 573	Harrison DD	Sacred Heart AT	4	Zhou, Paul	1/1	IN
2	Lerner 573	Harborfields YK	Stuyvesant MK	4	Zhou, Paul	1	IN
1	The School 1	Timothy Christian BI	Newtown SC	5	Khan, Matthew	1/1	IN
2	The School 1	Timothy Christian S.	Newtown TC	5	Khan, Matthew	1/1	IN
1	The School 10	Thomas Jefferson H	Stuyvesant SW	6	Trevett, Kyle	1/1	IN
2	The School 10	Sacred Heart HE	Stuyvesant SV	6	Trevett, Kyle	1/1	IN
1	The School 11	Lexington LW	Thomas Jefferson H	6	Katz, Max	3/1	IN
2	The School 11	Stuyvesant KW	Bronx Science DR	6	Katz, Max	2/2	IN
1	The School 12	Newark Science AF	Cary AW	6	Bugnacki, John	4/4	IN
2	The School 12	Scarsdale DR	Timothy Christian CI	6	Bugnacki, John	3/3	IN
1	The School 13	SandHoke Early Col	Newark Science NS	3	Zaman, Shadman	1	IN
2	The School 13	Needham AR	Regis AA	4	Bikkani, Prasad	1/1	IN
1	The School 14	Bronx Science AF	Cary PA	3	Long, Marcia	2/1	IN
2	The School 14	Needham LB	Mountain Pointe EH	4	Carroll, Brendan	1/1	IN
1	The School 15	Hunter College NA	Timothy Christian JM	5	Berruti, Thomas	1	IN
2	The School 15	Byram Hills PE	Thomas Jefferson H	5	Singh, Sunpreet	2/2	IN
1	The School 16	Newtown KD	Collegiate AO	6	Kasinki, Devin	1/2	IN
2	The School 16	Collegiate DK	St. Michael's Catholi	4	Srinivasan, Divya	1	IN
1	The School 17	Regis HK	Bronx Science JS	4	Shaner, Jake	1/1	IN
2	The School 17	Harrison AG	Lexington ZA	3	Garofalo, Paul	1/3	IN

Next to the judge's name on the right is the preference of each debater. The goal of MJP is to place the most preferred judges into the most important rounds (I've discussed this at length in my Tabbing Best Practices document.) Also, assignments need to be mutual, as the name says. Looking at the page above, we wouldn't question any of the 1/1 or 2/2 assignments; also, where there's only one number, only one side preffed. The 3/3 and 4/4 assignments, on the other hand, and the non-mutual assignments, need to be looked into.

Click on the room, to get the data on the questionable rounds.



What we want to do is see if there is anyone available better than a 4/4.



The answer is no.

Our next option is to see if a judge with an assignment already would be a better choice.

In this case, Hertzig looks like the only possible sub who would improve. So one would follow the trail and see where Hertzig is judging, and see if we can turn over some dominos and improve things all around. As a general rule, we can't. Tabroom evaluates hundreds of possibilities in the time it takes us to do one. More often than not, the dominos have already been arranged the best way possible.

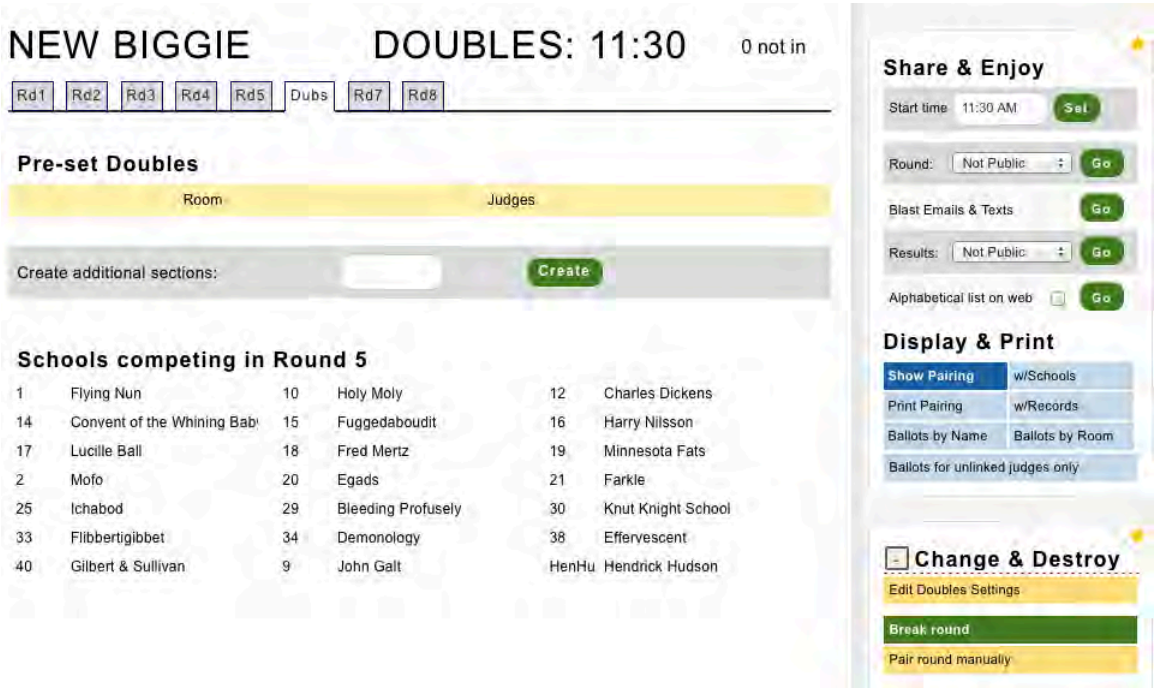
This is where the human eye comes in. This is Round 1, and if you really can't improve, you really can't improve. In Round 4, however, you will now have a down-3 bracket. If we're following the Best Practice of pairing in order of down-2, down-1, down-0 and down-3, we might indeed want to go in and see if there are judges in the down-3 bracket who could be substituted for a low or imbalanced pairing in a round still in the running to break. For that matter, you can also look to putting a judge already in an undefeated round into a bubble round, if that is better for the bubble debaters. But still, experience shows that tabroom does all of this pretty well. You might be able to polish it a bit, but don't try to redo it wholesale. The best you'll do is waste a lot of time moving everything around with no overall improvement. Computers are just better at doing this than you are.

NOTE: Sometimes you can improve things a bit by switching flights. That is, if this is a Flight A round, it's only going to look at who's available/judging in Flight A. Try making it Flight B and seeing if that helps. Be careful not to put a judge in two of the same flights, though. This is where having a second pair of eyes is helpful in tab.

Break Rounds

If you've already set up all your rounds correctly at Settings/Schedule, breaking the rounds is no big deal.

When you get to your first elim round pairing, it will look something like this.



As always, **Edit the Settings** under **Change & Destroy**. Then you're ready to press the green **Break Round** button.

Breaking the round will give you a list of teams in order, according to your most recent tiebreaker set. Here you can make a final determination now how many people you wish to break. You can break full elims (divisible by 8) or any run-off subset you want.

By the way, there may be situations where you do not wish to break a team, perhaps something to do with qualifications or the like. In that case, do all your end-of-tournament prep (speaker awards and such) now, because you are going to wreak havoc before you break the round. After you've got your end-tournament material printed out, go into the teams you don't want to advance, and drop them from the tournament. This will only affect their entries, and everyone else will move up. (Which is why you needed to secure their speaker award information in advance of dropping them.)

The illustration below shows what happens if we break 12 teams. 4 of them will get byes, and the other 8 will debate.

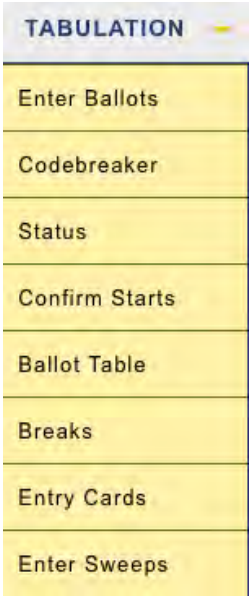
And after we assign the judges, we get a fairly familiar screen, but with 3 judges in each pairing. Other than that, everything works as it did in the prelim pairings.

Bkt	Flt	Room	Aff	Neg	Use	Judges	
5	2	42	122	127	1	33, Test	
					1	43, Test	
					0	*O'Shaughnessy, Ju	
6	1	15	110	150	1	34, Test	
					1	38, Test	
					1	*66, Test	
7	1	42	135	164	1	33, Test	
					1	43, Test	
					0	*O'Shaughnessy, Ju	
8	2	15	180	181	1	34, Test	
					1	38, Test	
					1	*66, Test	
1	1	BYE	217				IN
2	1	BYE	131				IN
3	1	BYE	167				IN
4	1	BYE	168				IN

Do note that, if you wanted to, you could move teams around so that they don't hit as they ordinarily would in a bracket. Be careful NOT to do this unless you really have a good reason for it.

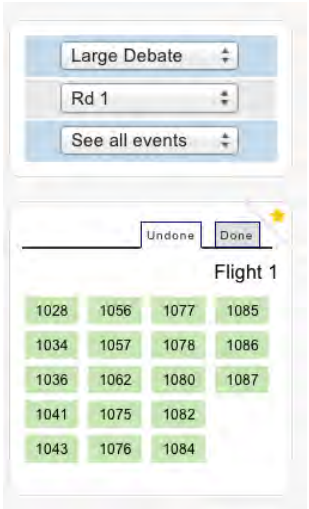
Tabulation

Entering Ballots



Our next step, after the rounds are out, is to enter the ballots. This is all done under the **Tabulation** menu. There are a lot of options here, but for debate rounds you'll probably only use the first one, **Enter Ballots**. Feel free to explore the rest, but the real action is at the top.

One strong recommendation: Use the option under **Settings/Judges/Tabbing** to **Enter twice**. This is a better system than having ballots read aloud to an inputter, and is guaranteed to result in fewer tab errors than any sort of single entry. But don't shoot your own foot off by having one person enter the data twice. One person inevitably repeats the same mistake, usually missing a low point win. Do it the way it's supposed to be done, and you'll reap the benefits.



When you go to **Enter Ballots**, you'll see this on the right of the screen. Those numbers in green are your judges' codes. You can make it names, which is what you'll usually want to do, by changing the judge group setting to **Suppress judge codes (names only)**.

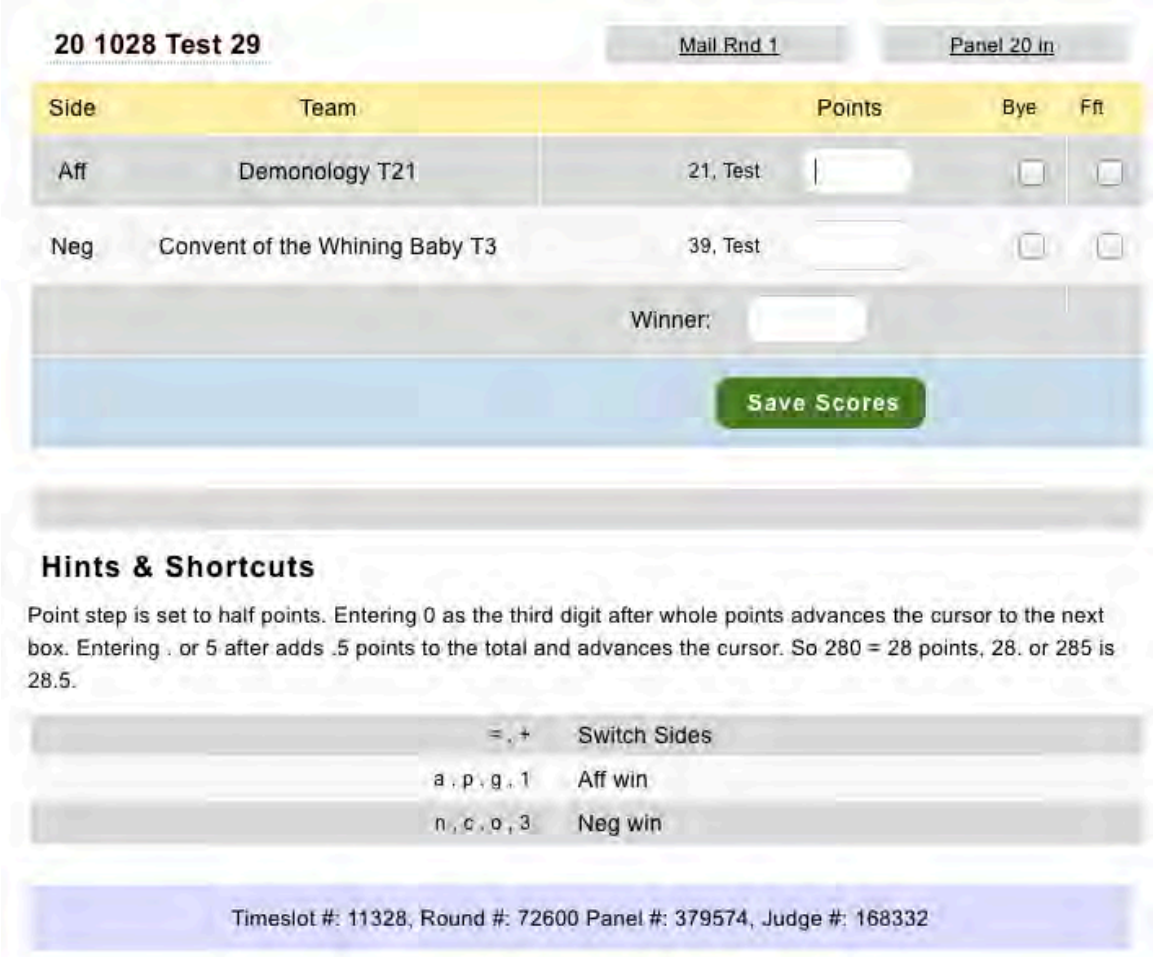
If there's multiple flights, it will show **Flight 1** and **Flight 2**. (No amount of writing letters to the *Times* will, apparently, get the programmers to change this to Flight A and Flight B. So it goes.) Obviously, there's two tabs, for **Undone** and **Done**.

Below is what the ballot entry page looks like. (Forgive the silly team names; this is from a test tournament.) There's nothing special here: put in the numbers and mark the winner. Do note the **Hints & Shortcuts** at the bottom.

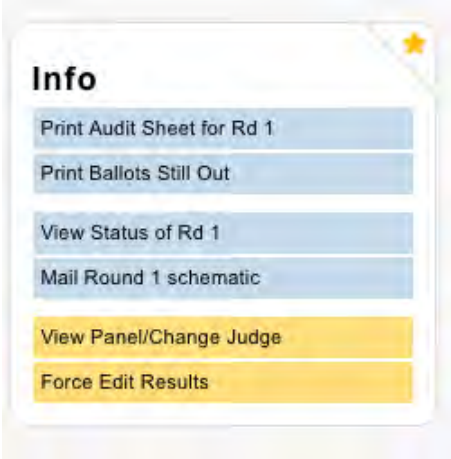
If your computer doesn't have a number pad, it is recommended that you get a cheap USB add-on, which makes tabbing so much simpler than using the top of the keyboard.

You may have some divisions using half points and some using tenths, which are entered differently. You can set them both the same to protect your sanity in the tab room, but instruct your judges to do it the way you want them to do it. That is, my usual tab team likes to enter by tenths, but we tell our PF judges that the standard is halves; we get their half-points and translate them to tenths ourselves, which is way easier than switching back and forth, often ballot by ballot, as we enter LD, PF and Policy ballots at roughly the same time.

If you have a bye/forfeit, check the boxes at the right but don't enter points or a winner. Tabroom will handle that for you.

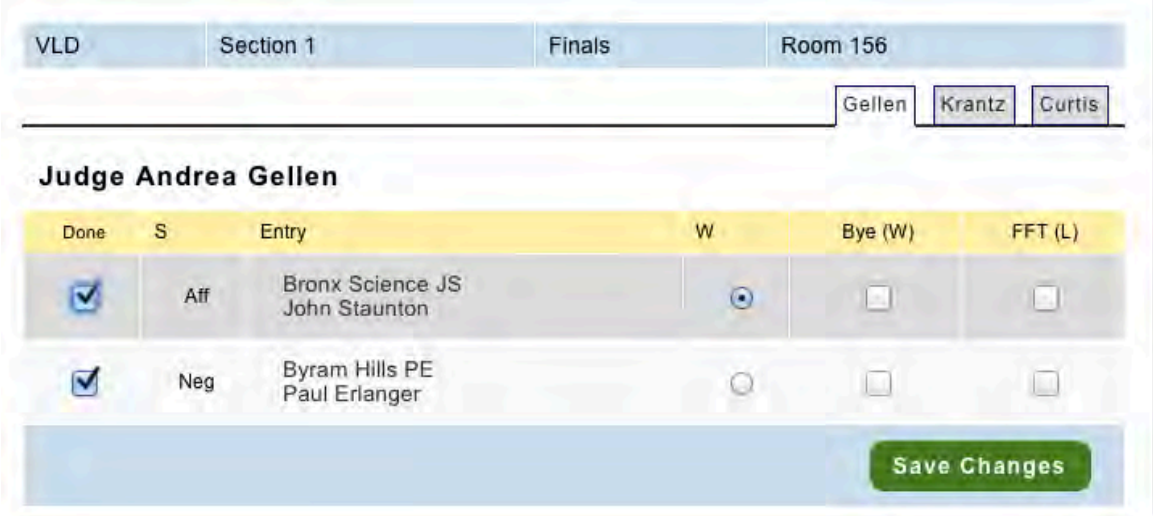


If you are doing double entry, after a ballot is first entered, it will turn yellow. Second entry will make it disappear completely (or, more accurately, migrate to the Done tab).



There are some other functions you might find useful at the bottom of the page. They are self-explanatory, except for **Force Edit Results.**

There are a number of ways to get to a force-edit screen, and a number of variations to the screen, but they all look roughly like this. Prelim rounds have points, of course; this one has three judges as tabs. On this screen you can enter or fix results. Make sure you click the Done boxes on the left. There is no double-checking of entry here, so make sure you're confident that you've done it correctly.



E-ballots

Electronic balloting is enabled on the **Settings/Event/Tabulation** page.

As far as tabroom is concerned, there isn't much to think about with e-balloting. First, you turn it on. Then, when a round is paired, you **blast** the round, and the judges are given their assignments.

When the judges get to the room and the round starts, they click on **start**. You'll see in the **Pairings** the exact time this button was clicked. And when they enter their results, the time will be placed by the word **In**, and there you are.

Dream on.

The first requirement for successful e-balloting is a wifi network capable of coping with the resulting traffic. One tournament we went to got their tech support to open up 1000 slots for about 300 entrants. All thousand slots were used up before the tournament started, because everybody and their coaches and their judges connected their computers, their phones, their iPads, their pacemakers, their Mickey Mouse watches—everything that uses electricity. By the time people got into the rounds, they couldn't get access to the network. E-ballots were tossed and we went to paper.

Second, you need a willing population of judges. As a rule, varsity LD and Policy judges go digital without a hitch. Other populations, especially PF, are not so hitchless. The thing about the PF pool is not that the parents that comprise most of it are digitally inept, but they are not particularly experienced as judges. The idea that they also have to cope with some new program or other, while trying to figure out which speaker went first, scares them. This may change over time, but if you're expecting to go digital with a PF event, don't expect full cooperation. It will be a mix of paper and electrons, which tabroom ballot printing allows for.

Third, and this is important: the geography needs to make sense. If a judge doesn't check in, and you're in the A building and the round is in the X building, who's over at X to

check and see if the judge is there or not? Site management issues do need to be considered. High schools with solid wifi are a no-brainer. Universities with a disparate pool spread over a couple of square miles? Use your judgment. You can e-enable any part of a tournament, independent of the other parts.

We supply a document before a lot of tournaments on how to connect as a digital judge, which will follow this entry. Adjust it as you see fit and distribute it as necessary. Even though the process is easy as pie doesn't make every potential e-judge a baker.

Keep an eye on the **Entries/Judge** page. New requests to connect for e-balloting are noted here, and may keep coming for the duration of a tournament. You have to approve people to get them in.

Sometimes school judges first need to be connected to their own teams. If someone has signed on to tabroom but you don't see them on your end, that's the missing link.

And sometimes a judge forgot their computer or whatever, and wants to be removed from the e-system. To do this, go to the judge's page and unlink them. Tell them that this is a permanent condition, and they will have to relink the next time they want e-ballots.

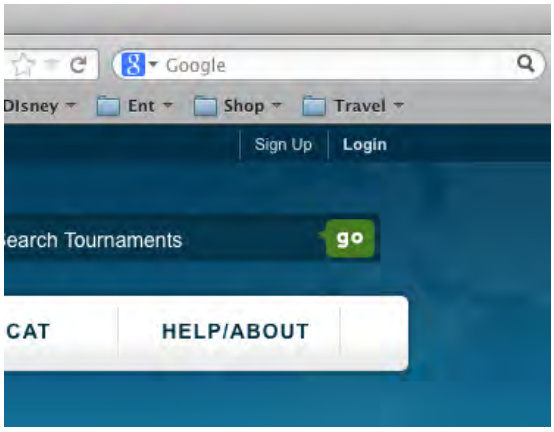
E-Ballots Instructions

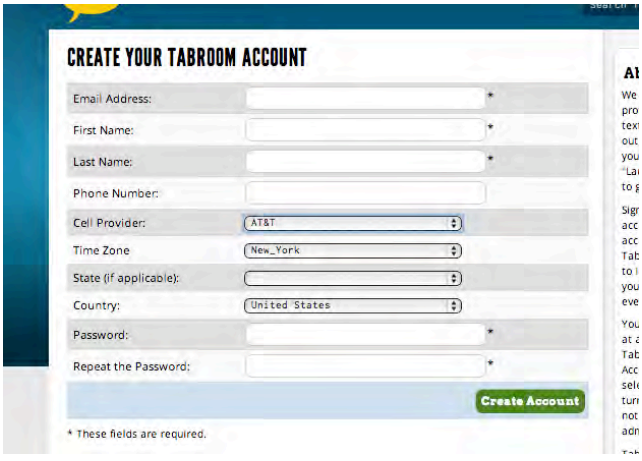
E-balloting means that instead of going to a ballot table to find a schematic and grab your ballot, you will get a notification on your phone sending you directly to your round. After the round when you've made your decision, you just enter it directly into the tab system. Neat, clean and fast! Plus, the ballots go on line for the debaters to consult later—no more lost ballots.

The first step in casting e-ballots is to register with tabroom.com. It is best to do this in advance of the tournament.

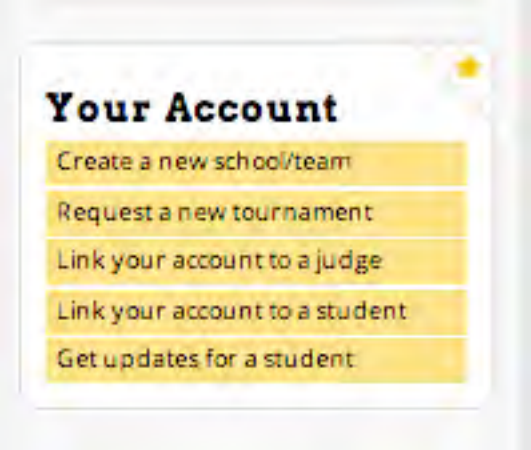
1. Go to **Tabroom.com**

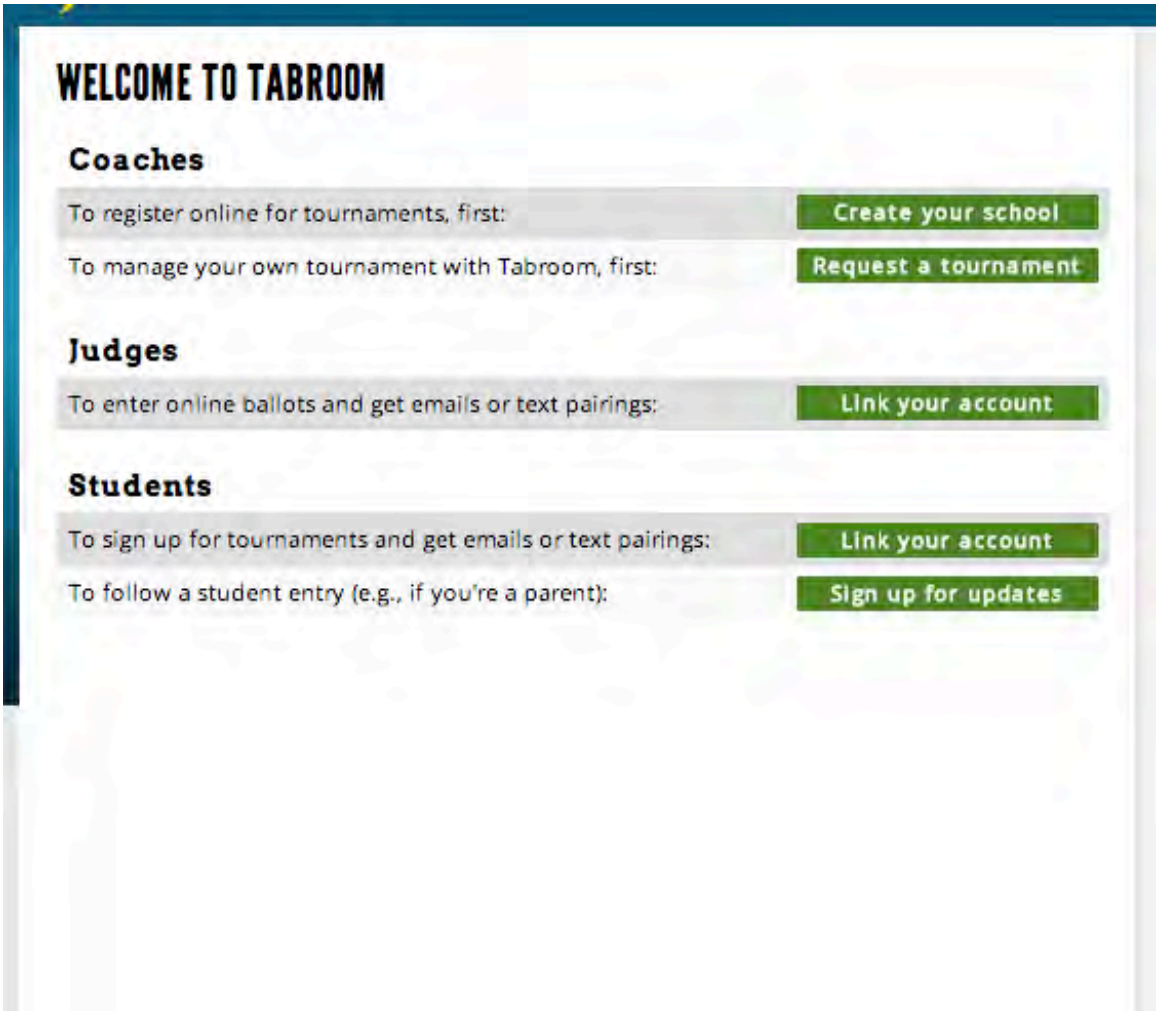
2. Click **Sign Up** in the top right corner to create an account.





3. Once an account is created, click **Link your account to a judge** under the **Your Account** header.





4. Search for your judge record within the tournament you're attending to connect your account.

As soon as you arrive at a tournament, connect to the wireless network.

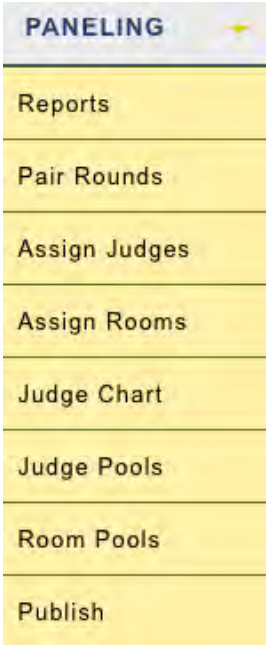
Instructions for [your school here]:

1. Log onto the server **name of server**
2. Open your browser and navigate anywhere on the web. This will bring up the dialogue box to connect.
3. If you are asked whether to trust the network or to allow the server access to your computer, click yes and allow until you get to a login screen.
4. Username: **username**
5. Password: **pw**

After the tournament starts, you will get notifications whenever you have a ballot.

1. Go to your assigned room.
2. After the competitors arrive, go to tabroom.com. The ballot assignment page will be the first thing to pop up. When everyone is ready (and the sides are determined and set in PF), click **START ROUND** and the round can begin. This will let the tab room know that everyone is there and accounted for.
3. As soon as the round is over and you have made your decision, click on the **ENTER** button to submit your results. *YOU MUST CONFIRM THE RESULTS AS DIRECTED.*
4. RFDs and comments to the debaters should be entered after you've submitted the results (and even later, if you're rushing to your next assignment).

Paneling

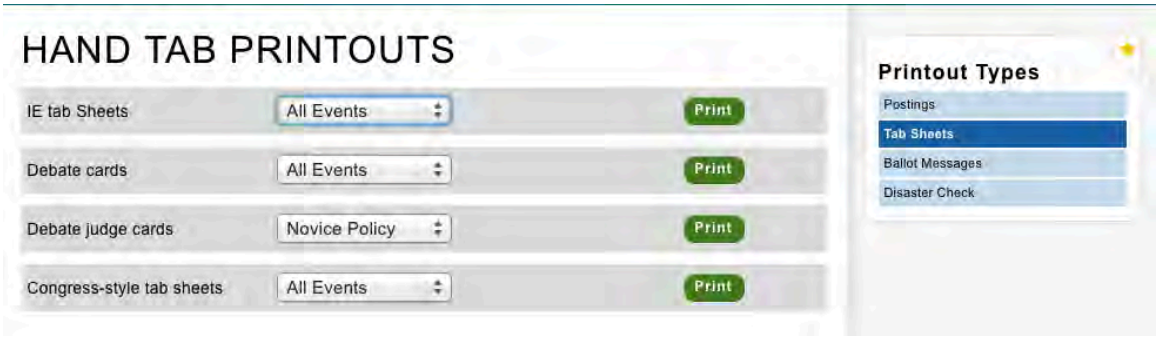


Paneling is where the Speech people do their work. With a couple of exceptions, you won't come here much if you're tabbing a debate tournament.

Reports/Prinouts

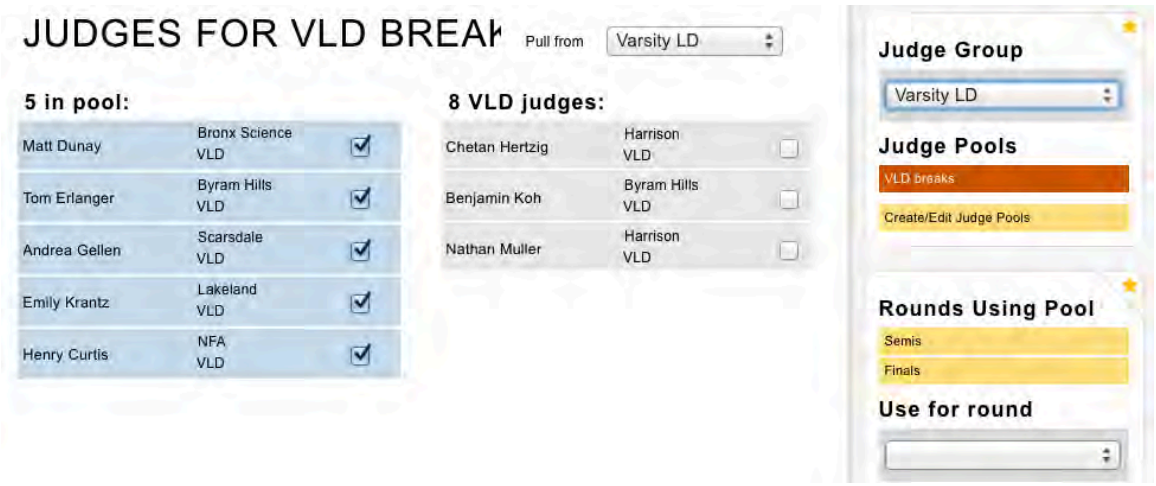
The first exception is **Reports**. To be honest, I wish there were a lot more reports in tabroom, and I've requested everything I can think of. I'd especially like to see in one easy place a list of judges and their availability, i.e., their time blocks. The best you can do as of this writing is to bring up the judge cards.

Judge cards and team cards, which we old-fashioned types used to resort to when TRPC failed us, are under **Paneling/Reports/Tabsheets.** Once here, you have your choice. They will "print" on the screen, and you can literally print and cut them up and lay them out on a table, if you need to. And with very small divisions, you may indeed need to. Some people can do that sort of thing practically in their head, using the manual pairing tools under **Pairings**. Some of us need cards. Tabroom serves both groups.



Judge Pools

Judge pools are how you handle subgroups of the total judging pool. Primarily this means the judges still obligated/available during break rounds.



Here's the normal process. Throughout prelims, you'll use **All Judges** in your group, aside from those you've dropped or who have time blocks. In the break rounds, you'll use an ever-decreasing pool of judges still obligated. I call that pool **VLD Breakers**, or **NLD Breakers**, or whatever. You must assign the pool to specific rounds using the **Use for round** pulldown menu. The Semis and Finals in yellow are the rounds I selected for this pool.

You can create the pool at any time, but don't actually populate it until breaks come around. Step one is to go through the judges and mark any judge not available as, literally, not available. That is, if a judge is Friday Only, and time-blocked as such, and it is now Saturday, go in and mark the judge as **Active - No**. Do this one-by-one on the Entries/Judges page for the event. This will beige them out. If you don't do this, judges who are not really available because of time blocks will be assigned to your break rounds. It's one of the quirks of the program.

When you've done this and are ready to pair the first elim, go to the judge pool. The first thing to do is **Auto-populate** after the last prelim. This will move most if not all of the obligated judges from the right, the total group, to the pool. Any others you want to add from the total, just check them off. Refresh, and they'll move over to the blue.

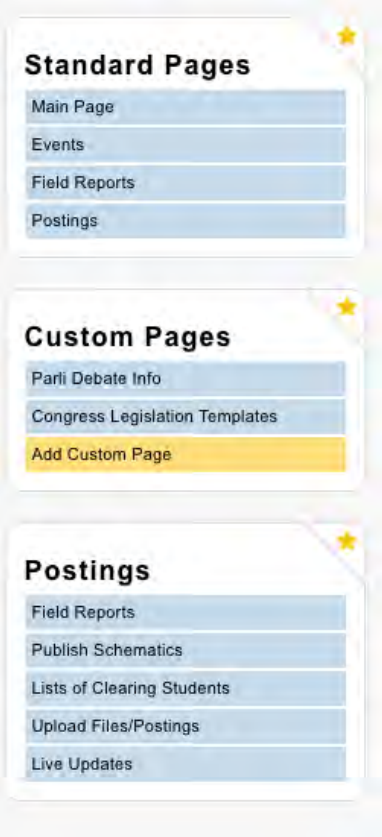
Do this after each round, eliminating (unchecking) from the blue list the judges no longer obligated as their teams are eliminated.

Room Pools

Room pools are covered earlier,

Results

Postings During a Tournament



There are a lot of things you may wish to post before, during and after the tournament. Your tabroom website is your chief point of communication with the people attending your tournament, and they are already trained to consult tabroom from every other tournament they've been to, so that's where this is all going to happen. It's already been noted that a single iteration of your schedule, up-to-date, posted only on the website, is essential, done through **Settings/Website**. Now we'll talk about the rest of what you'll want on your site.

Some of what you can publicize is preset, for instance, **Field Reports** and **Events**. **Postings** pages are whatever you want to post that isn't already covered. And you can create completely **Custom Pages.**

The most useful function under category of **Postings** on the bottom right of this page is **Lists of Clearing Students.** This will show who broke, but not who they're debating or who's judging them. This is the traditional Saturday night posting.

Note that not only is there an opportunity to post for every event, but also for every break round. (The picture below is from a tournament after the fact.) This is probably more useful in Speech than in Debate, but one never knows.

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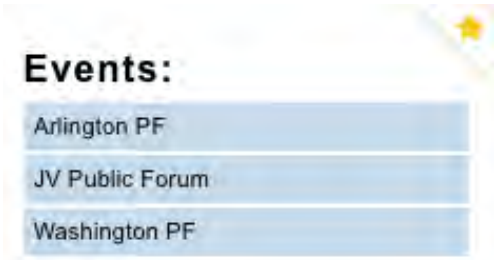
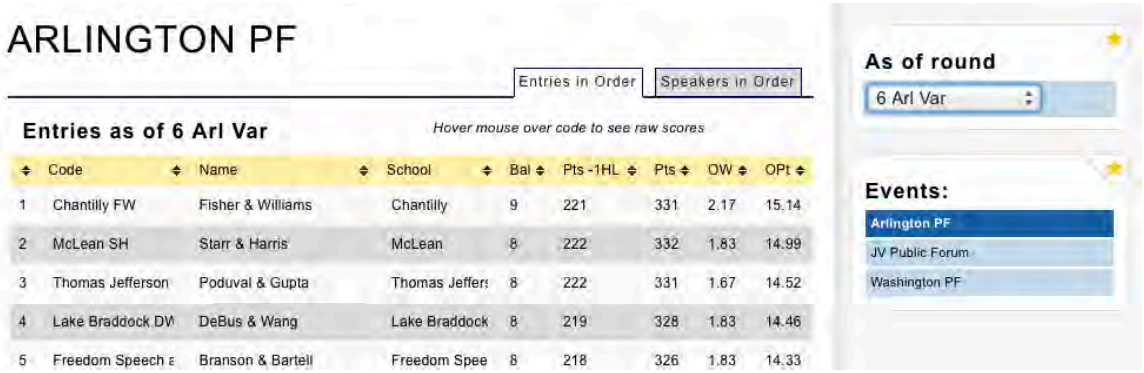
Postings After a Tournament

The main body of what you need for awards ceremonies and to post after all the events have concluded is under the **Results** menu on the right of the tabroom screen. This is in keeping with the general movement from left to right, from the inception of the tournament to the very end.

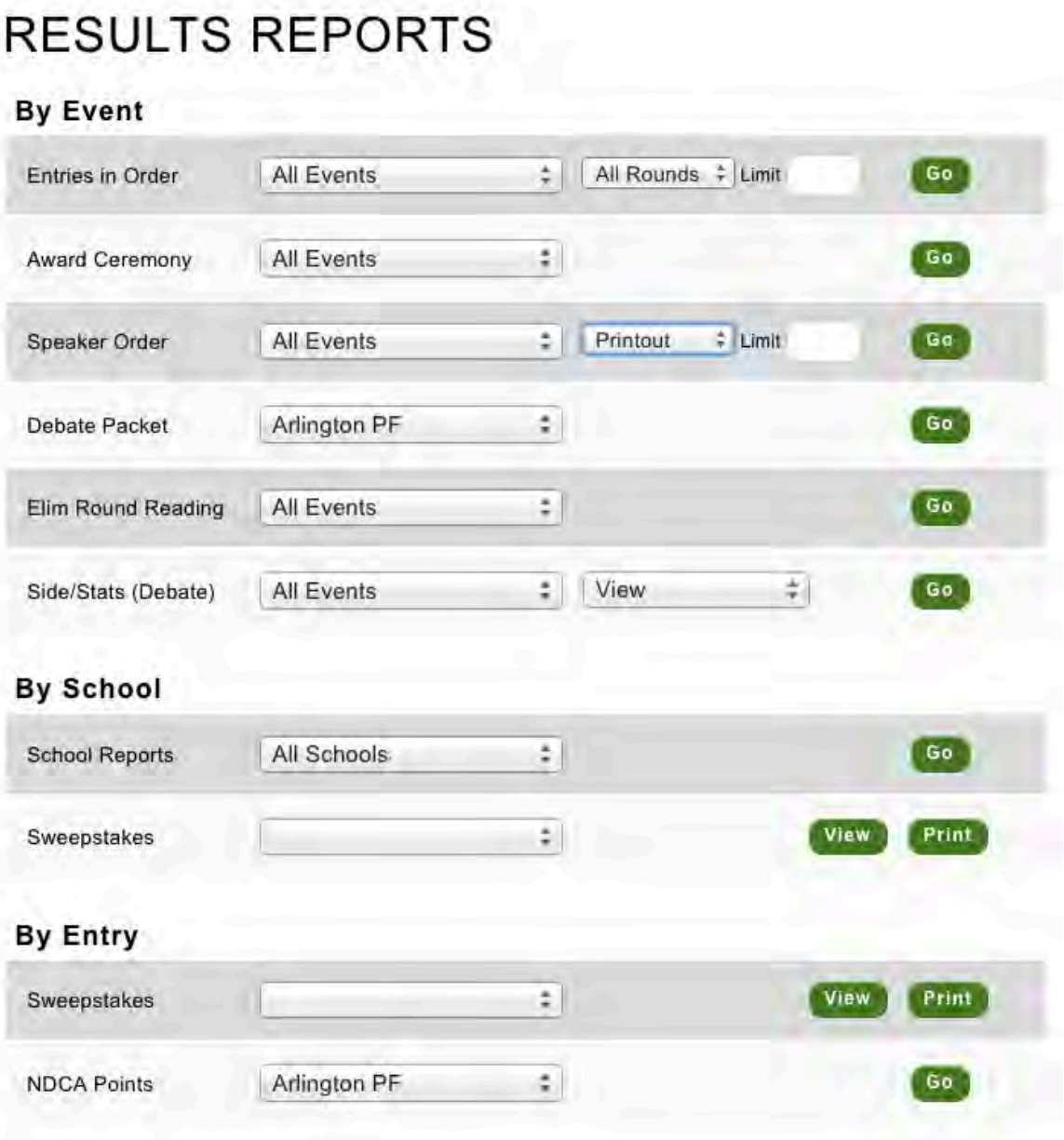


If you click on the **Event Display** you do indeed get a list of events at the tournament. Clicking on any one of them gives you a progress report covering both **Entries in order** and **Speakers in order** at any point in the tournament.

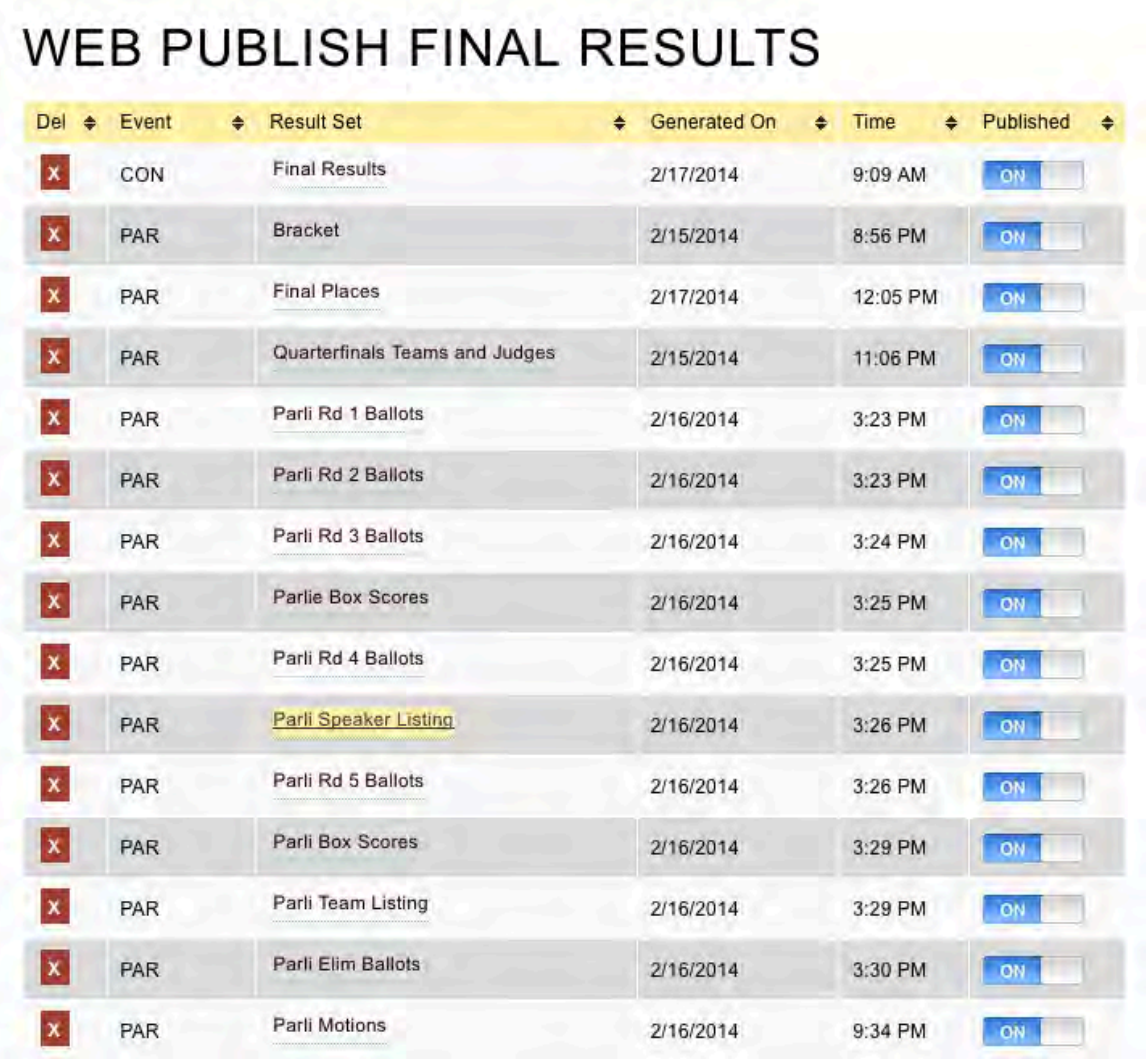


Reports shows you everything you might want to know about the tournament in progress, and provides printouts of what you will need if you have an award ceremony.

Note that this is also where you can find your debate packet for each division. Hit **Go** and then save it as a pdf. You can post it later.



Web Publish puts everything up on the website. Note that the **Bracket** for each debate division appears automatically. The rest you have to calculate, or, in the case of the ballots, scan, save and upload manually. The buttons on the right being clicked **on** show that whatever it is, it is visible on tabroom. This means that although those self-motivated brackets will appear on this screen without bidding, they won't be published until you go in and publish them.



WEB PUBLISH FINAL RESULTS

Del	Event	Result Set	Generated On	Time	Published
X	CON	Final Results	2/17/2014	9:09 AM	ON
X	PAR	Bracket	2/15/2014	8:56 PM	ON
X	PAR	Final Places	2/17/2014	12:05 PM	ON
X	PAR	Quarterfinals Teams and Judges	2/15/2014	11:06 PM	ON
X	PAR	Parli Rd 1 Ballots	2/16/2014	3:23 PM	ON
X	PAR	Parli Rd 2 Ballots	2/16/2014	3:23 PM	ON
X	PAR	Parli Rd 3 Ballots	2/16/2014	3:24 PM	ON
X	PAR	Parlie Box Scores	2/16/2014	3:25 PM	ON
X	PAR	Parli Rd 4 Ballots	2/16/2014	3:25 PM	ON
X	PAR	Parli Speaker Listing	2/16/2014	3:26 PM	ON
X	PAR	Parli Rd 5 Ballots	2/16/2014	3:26 PM	ON
X	PAR	Parli Box Scores	2/16/2014	3:29 PM	ON
X	PAR	Parli Team Listing	2/16/2014	3:29 PM	ON
X	PAR	Parli Elim Ballots	2/16/2014	3:30 PM	ON
X	PAR	Parli Motions	2/16/2014	9:34 PM	ON

The rest of these **Web Publish** results are not automatic and need to be calculated. (Or "Calcuated," if you're a nitpicking English major.) You can go event-by-event, or do all events. You can do final places, prelim seeds or speakers. And you can limit the numbers, printing just, say, the top 10 speakers rather and 142 speakers in order.

And you can upload files from here as well. If you created a debate packet in the Results Reports, here is where you can upload it. Or how you get your ballots online.

Troubleshooting & Tips

Never, ever, ever delete a school, a judge or a team after a tournament starts

If you want to drop a team, go in and drop it. If you want to drop a judge, mark the judge as inactive. If you have a whole school to get rid of, drop each team and inactivate each judge but leave the school entry alone. If the amount of money the school owes (but doesn't really owe because they're not there) is throwing off your accounting, go into their invoice and zero them out. Do any of these, but **never delete anything after a tournament starts.** Eliminating anyone completely will wreak havoc. If you do so despite this warning, bad craziness will ensue. You've been warned!

Your ballots don't show points or ranks

The problem is in one of your rule sets. Either it's set up wrong, or it doesn't exist. You need a rule set for each activity, and you can't use the same sets for LD and Policy because of ranks. Check your rules first. Then look at your schedule: is there a rule set everywhere? Finally, look at tabulation for the event and make sure you have a good tiebreak set selected.

A team is left out from breaks

This happens occasionally, and I'm not quite sure why. You can fix it by going to the team's entry. At the bottom is a list of their rounds. Simply add them into the round they didn't get into with the other teams. Do make sure they're hitting the correct team in the bracket.

Give yourself a second tabroom account

If you're running a tournament on more than one device, for instance, using your iPad at the table to push ballots and your computer to do the work back in the tab room, create a second account for yourself (with a different email address, of course, but who doesn't have a dozen of them?) and give it access to the tournament. That way you won't always have to log in again as you switch machines.

Don’t expect very small divisions to work

If you used to use TRPC, you know how often that program balked at small divisions. Tabroom may do likewise, or it may put out rounds that use judges or rooms twice, among other anomalies. The solution for this is to resign yourself to the inevitable, pair everything by hand and double-check everything right before you double-check it again.

Doing the exact same thing and expecting different results may actually work!

If your round won’t pair or judges won’t assign, try again, especially if a round isn’t particularly tiny. Occasionally tabroom will get a little lost the first time out, and when you hit the same button again, it will give a different result. Not what you’d expect with a computer, but try it. It can’t hurt.