

## Instructions for Hosting a Tournament on the MLFA Site

You've decided to host a MLFA forensics tournament, now what? The MLFA provides a web site which you can use to manage your tournament, from the registration process all of the way through the tabulation of the tournament's results. A lot of effort has been made through the years to optimize this site to eliminate as much of the work involved in running a tournament, so relax and get started!

### What you need to know before setting up your Tournament on the Site

There are a few important pieces of information you need to know upfront.

- 1) What do you want to name your tournament? Typically tournaments are named after the hosting school, but that's not required.
- 2) When do you want to have your tournament (most tournaments are done over the weekend)?
- 3) How many teams and/or speakers do you want to allow to register?
- 4) How many rounds do you want to have (most tournaments do 2)? Do you want a power round?
- 5) What do you want to charge teams for each speaker they bring (most tournaments range between \$3 and \$4 per speaker)?
- 6) What do you want to charge teams when they don't bring enough judges (MLFA requires that teams provide 1 judge for each 5 speakers or fractions thereof)?

The other important decision to make is whether or not you want to restrict registrations to only those teams you want to invite, give a select group of teams permission to register before the general public, or just open your tournament up for anyone to register for.

### Entering Your Tournament on the Site

When you know the answers to the above questions, you can login to the MLFA Tournament site and setup your tournament. To do so:

- 1) Go to <http://www.mlfawisconsin.org>.
- 2) Click on the Tournament Scheduling link in the Coaches Utilities section near the bottom of the page.
- 3) Select your team from the School list and enter your team's password.
- 4) Click the Login button.
- 5) You'll be taken to the home page of the MLFA Tournament site.
- 6) From there, click on the Host New Tournament button. You'll be taken to the new tournament page.
- 7) Enter your tournament's name, the number of rounds you've chosen, the cost per speaker, the cost per judge, and select the date of your tournament.
- 8) If you want to force people registering for your tournament to enter a password, enter that password in the Registration Password textbox.

#### **Requiring a Password to Register**

Most tournaments don't require a password to register, but there are several reasons why you might want to. The most common reason is that some teams have prearranged agreements with other teams that guarantee that those teams will be given a chance to register. Normally in this case, the tournament host will add a password, and give those teams one week to register before removing the password so that other teams can register for the tournament until it is full.

- 9) Hit the Save button to finish creating your tournament.

Once you've created your tournament it will appear on the View Open Tournaments page available from the home page of the MLFA Tournament Site. All schools will be able to see it, and depending on whether or not you require a password, they'll be able to start registering for it.

### **Monitoring Registrations and Closing Your Tournament**

After adding your tournament to the site, you'll want to monitor it looking at the registrations to determine when you want to close the tournament to additional registrations. How large you should allow your tournament to be depends mostly on the facility you're hosting the tournament at, but also your own comfort level.

To monitor registrations to your tournament:

- 1) From the home page of the MLFA Tournament site, select your tournament from the list of "Tournaments I'm Hosting" by clicking on the Select link.
- 2) This will take you to your tournament's details. At the top of the page are all of the settings you provided when you setup your tournament. You can change any of them by changing the value and hitting the Save button. At the bottom of the page will be a list of all of the schools which have registered showing you important details such as the team's name, coach, phone #, and email address. You can view details such as how many judges a team is bringing or how many speakers they're bringing by clicking on the View link next to their name.
- 3) To see the total number of speakers currently registered for your tournament, look at the Total Registered Entries and Total Registered Speakers near the top of the page. The discrepancy between these two numbers is due to group events such as Group Acting. With group events, each group counts as one entry, but each member of the group counts as a speaker.

In the middle of the page are numerous functions available to you as the tournament host that will assist you with registrations:

- 1) Register Team: This gives you the ability to register a team for your tournament yourself.
- 2) Unregister Team: Using this, you can remove a team from your tournament.
- 3) Close Registrations: Once you click this, no additional teams will be able to register for your tournament.
- 4) Re-Open Registrations: If you've closed registrations, but decided to want to reopen them.

### **Scheduling Your Tournament**

Most tournament hosts schedule their tournaments about one week in advance. Before scheduling you need to decide which rooms you are going to use for each of the categories.

To determine how many rooms you need for your tournament:

- 1) From the home page of the MLFA Tournament site, select your tournament from the list of "Tournaments I'm Hosting" by clicking on the Select link.
- 2) Click on the "Identify Available Rooms" button.
- 3) You'll be displayed a list of each of the categories, the number of speakers registered for those categories, and a textbox where you can enter the number of speakers you want per room in that category. Some categories are slower than others, so in those cases you'll want to allow less speakers per room to make sure your categories all end at around the same time in each round.
- 4) Once you enter the number of speakers per room per category, click on the "Continue" button.
- 5) You'll now be displayed a page which shows you the number of rooms you need for each category. For each room required, enter the room's # or name in the textbox.
- 6) Once you enter all of the rooms, click the "Save Room Assignments" button.

### Stacking Rooms

Often tournament hosts will have very large rooms available for their tournaments like gymnasiums or libraries. Given the size of those rooms, multiple categories can compete there, a process called "Stacking Rooms". When stacking rooms using the MLFA Tournament Site, it is IMPORTANT that you give each category a unique room identifier, even if it is only appending a number or letter for each of the categories. For example, if I wanted to assign both a Serious Solo and Humorous Solo group to a room named "GYM", for Serious Solo I'd name it "GYM-SER" and for Humorous Solo I'd name it "GYM-HUM".

Once you've entered your rooms, you can ask the MLFA Tournament Site to schedule your tournament. Scheduling automatically applies all of the rules regarding scheduling tournaments in the MLFA to the best of its abilities. For example, it will attempt to guarantee that speakers from the same team don't compete against each other or that all judges get assigned to judge at least once in the tournament.

To schedule your tournament:

- 1) From the home page of the MLFA Tournament site, select your tournament from the list of "Tournaments I'm Hosting" by clicking on the Select link.
- 2) Click on the "Schedule Tournament" button in the middle of the page.

Scheduling can take up to several minutes to complete, though most of the time it's much faster. When it's done, you'll be displayed a report with all of the teams, their speakers, their judges, and their assignments. You can then print out this report or copy it and mail it to the appropriate teams. You can also email them directly to the teams using the MLFA Tournament Site itself.

To email your schedule to your registered teams:

- 1) From the home page of the MLFA Tournament site, select your tournament from the list of "Tournaments I'm Hosting" by clicking on the Select link.
- 2) Click on the "Email Reports" button in the middle of the page.

### Important!

Make sure all of the teams registered for your tournament have entered an email address before emailing them your schedule!

There's always the chance that you'll want to make some adjustments to your schedule after you're done. I'd recommend that you only do this if you want to, it can be easy to lose sight to the total picture of your tournament, though you always have the option of cleaning that back up by rescheduling your tournament. Another option if you don't like the way your tournament was scheduled would be to just reschedule it. Each time a tournament is scheduled, it will come up with a different set of speaker and judge assignments.

## Instructions for the Tournament Host using the Tab Program

### Setup

Once you've scheduled your tournament, you can go through the following steps to enable the tab room.

- 1) Go to your tournament's main page in the scheduling program.

- 2) Enter the password you wish to have your data entry people use in the "Tab Room Password" field.
- 3) Hit the "Save" button.

When your data entry people are ready, they should follow the instructions in the "Instructions for Tab Room Data Entry Volunteers" document. You'll need to tell them what the password is for them to access the data entry portion of the program.

### **Monitoring Results**

Once the tournament results have started coming in, you can monitor the progress of the data entry personnel by doing the following:

- 1) Go to your tournament's main page in the scheduling program.
- 2) Click on the "Tab Room" button.
- 3) On the left side of the screen, you'll see a list of all of the entered entry results. You can filter that list by entering a speaker code and/or round number in the fields above the list, and clicking on the "Filter" button. You can edit individual results that were entered by clicking on the "Edit" link next to the results.
- 4) You can edit the Score and/or Rank of the result.
- 5) Change the value(s) to the correct results.
- 6) Click on the "Save" button.
- 7) On the right side of the screen, you'll see a breakdown of the entries by category, showing you how many entries are in the system, and how many have had their results entered. This allows you to track the progress of a round. NOTE: If a speaker did not show up to compete in a category, they will not be entered into the system, and hence they won't show up in this total. This means you could end a round with less speakers entered than there were speakers in the system.

### **Printing the Result Reports**

There are two reports available regarding the tab results.

The first report is accessible by clicking on the "Show Results By Category" button. This report organizes the entry results by category, allowing you to see the how each entry did in terms of their rank in each round, and then their rank total.

The second report is accessible by clicking on the "Show Results By School" button. This report organizes the entry results by school, showing you the entry's score and rank in each round, as well as the entry's total score and rank, and average score and rank. At the end of all of the entries for a school, you'll see the school's total team rank (calculated by adding all of the entry's total ranks together) as well as the number of entries and the sweeps points (calculated by dividing the total team rank by the total number of entries).

You can print both of these reports off from your browser by selecting the "Print" menu option from the browser.

## **Instructions for Tab Room Data Entry Volunteers**

### **Login**

- 1) Open up an internet browser.
- 2) Go to <http://mlfawisconsin.org/Tab%20Room/Tablogin.aspx>.
- 3) Choose the tournament you wish to enter the results for.
- 4) Enter the password provided to you by the tournament host.

## **Enter Results**

As you receive result sheets from rooms which have completed:

- 1) For each entry on the results sheet:
  - A) Enter the round number (see below)
  - B) Enter the speaker code.
  - C) Enter the score.
  - D) Enter the rank.
  - E) Hit the "Save" button.

After you hit the "Save" button, the screen will refresh. All of the fields other than round will clear out

## **Special Conditions**

As you enter results, there are a number of special conditions that may come up. They are listed below, along with how you should handle them:

Condition: After trying to save, you're taken back to the login screen.

Response: Your account will timeout if it does not receive any activity for a long period of time. All you have to do is re-login in, and then re-enter the last entered results (as they will not have been saved).

Condition: The entry did not show up to compete this round.

Response: Select the checkbox indicating that the speaker did not show up. Enter the round number and speaker code as normal.

Condition: The entry was disqualified.

Response: Enter the category, speaker code, round and score as normal, but put a rank of 6 in for the speaker.

Condition: After trying to save, you receive a message that this entry code is not valid for the tournament.

Response: If you get this, it's possible that this entry code was manually created and not entered into the program. Double check to make sure the entry code is correct, and if it is, hit the "Save" button again and the score will be taken.

Condition: You accidentally entered the wrong score or rank.

Response: Contact your tournament host and tell them about the error. They are the only persons who have access to change a previously entered result.

## **Questions?**

If you have any questions about the registration process, a training class is usually provided at the MLFA Fall Meeting. Additionally, all members of the MLFA Board of Directors and most senior coaches have extensive experience using the site and can answer your questions.