

CHECKLIST FOR USING TABROOM.COM TO RUN A TOURNAMENT

The first thing you'll need to do is create an account for you and your team on tabroom.com.

Once that's taken care of, you can access tournament software from your homepage on the site.

Keep in mind that there are a lot of bells and whistles with this software that you will not need. Some states use these extras, we do not require them.

Also, tabroom will let you know if you're about to do something drastically wrong and are at risk of destroying everything you've worked so hard to create. So there are good safety measures for mistakes.

CREATING A NEW TOURNAMENT

Locate the "Your Account" section to the far right of your screen and select "Request a New Tournament"

Once you've set that up with the TN Circuit, return to your homepage.

You will see the tournament's name to the right of your screen under "Tournaments"

Select the tournament you wish to work on and it will take you to a page with several drop down menus.

Begin with the "Settings" tab and work your way down that menu first, starting with "tournament." This will give you access to set up all the events, times, rooms, rules and tabulation. It will also allow you to enter extra judges you may have for the tournament.

- Name and Info
- General
- Access

Next, go to “Rules & Results.” This is where you will add in how you want breaks and sweeps to work. You will also have the option to tweak how you want tabulation to go at this point.

Work your way to “Judges” next, to create a pool for each type of judge you’ll need (ex. IE and PFD)

“Schedule” is where you will list the times for the rounds.

“Events” is where you’ll spend quite a bit of time as you must enter each event separately and note the requirements for each (ex. Number of participants in the event, entry fee, online ballots)

“Rooms” is where you will type in the names and room numbers you’ll be using in your school for the tournament.

Basically, what you’re doing at this point is providing the info for the program to help you pair and set the tournament rounds for the day. Once you’re through with all this, it gets less painful. AND, the next time you host, you can just clone this tournament and use the info next year.

“Website” is where you can copy and paste your invite for the main page visitors will see when they click on tournament to register.

“Money”...this...is where you pay NSDA to use the site. Click on “payment” and it will tell you what to do.

Once you have this portion complete, you are ready to make the tournament active and viewable on tabroom for teams. Next, we move to the portion where you let the site do it’s magic.

Go to the “Entries” tab and you will see many options which you may utilize once registration opens. However, the “emails” option is one to keep in mind. It allows you to email all the judges and coaches who have registered online and give them information about the tournament that may have changed or may need attention.

So now we're at the paneling stage. A day or so before the tournament, you'll be ready to get rounds together. Tabroom will pair the tournament and assign judges for you with the click of a button. Don't worry, even if you mess this up, as long as it's not tournament day, you can fix it.

Go to the "Entries" tab and choose "Events." Panel those.

Next choose "Judges" from that tab. Assign those.

Tabroom will let you know if you don't have enough judges to fill out the rounds and you can fill those in with new names you talk into judging, or you may decide to collapse rounds to save on rooms and judges. Your call. You will want to assign rooms individually since the tabroom option will decide them for you otherwise.

After this, you've completed the tournament set up for your weekend of fun, you can begin to tweak judges and move them where you might rather have them. You can make changes to the parings and judges when you receive drops on Friday evening and Saturday morning. The good thing about having online ballots and access for judges and coaches is that you don't have to worry about getting printed copies out to folks if changes are made. They just have to refresh their page and voila!

Now that we've started the tournament day, what next?

Well, we can keep track of rounds that have not been submitted and contact the judge or go to the room to see how to help. We can also look to see if there are any kids missing rounds or use contact information to find an awol judge or student.

After prelims, breaking to finals is completed by clicking on the "Tabbing" tab and selecting "enter ballots." This will show you which events are "In" and ready to break. When you're ready to do this, here are the steps;

Set max entries to take to finals at 6

Click "break them"

Double check those finalists against those listed in "events display" under the "Results" tab to the right top.

You're ready to assign a room and the judges at this point.

Do this for each event as all three prelim rounds are completed.

Sweeps is calculated automatically as the tournament is running. You might want to check how it looks as you approach the time of breaking to finals. That way, if it looks hinky, you can either adjust or contact someone who can help.

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If you feel comfortable using the program but would like to have me available to take a look during the tournament when things look off, you may add me as one with access and give me a shout (if I'm not already at your tournament) and I will be happy to help.