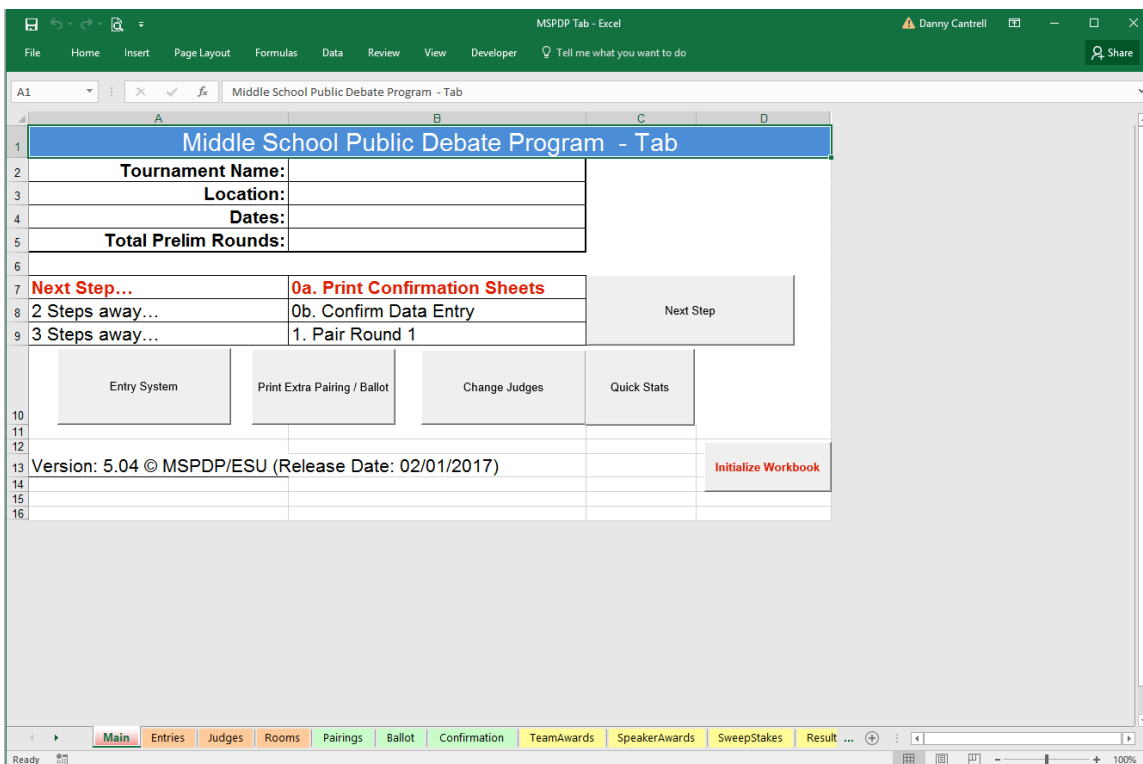


# Users Manual for MSPDP Tab 5.04

## DRAFT 9/15/17



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Download the newest version of MSPDP Tab from:  
<http://www.middledebate.com/tournaments/>

This manual © Danny Cantrell and Kate Shuster,  
 September 15, 2017

## **I. About MSPDP Tab**

This program was originally written in 2005 by Danny Cantrell, now Director of Debate at Mt. San Antonio College. Danny created the program as a community service for the middle school debating community. Kate Shuster, the director of the Middle School Public Debate Program (MSPDP), asked Danny to write the program after she became convinced that teachers in the MSPDP needed a simple, powerful program to administer their tournaments. Major revisions were done in the summer of 2016 by Matthew Blackmon who is now the lead coder on the project.

Although there are many tabulation programs available for free and for fees, none have been constructed specifically to empower middle school teachers to be able to run their own tournaments. MSPDP Tab (short for “Tabulation”) fills this niche.

As the program was designed specifically for MSPDP tournaments, it is ideal for new or existing leagues running MSPDP tournaments. Unlike other programs, it is designed for three-person teams and requires little experience in order to direct a flawless tournament. MSPDP Tab features:

- Easy tournament direction, so that most tasks are easily accomplished using the “Next Step” button on the main page.
- Automatic results calculation for individual and team awards, as well as a cumulative results sheet.
- Easy mechanism for changing judge assignments.
- Direct printing of ballots.
- Flexible for tournaments that feature 4 or 5 debates.
- Compatible with both PC and Macintosh computers

However, before you direct a tournament, you should read this manual and ensure that you are able to operate the software. You should also read our “Tournament Director’s Manual,” located on our Web site, [www.middleschooldebate.com](http://www.middleschooldebate.com), so that you are prepared to handle the contingencies that might arise at tournaments that you direct.

Please feel free to contact Kate with questions about the software or about running a tournament. Kate can be reached at [kate.shuster@gmail.com](mailto:kate.shuster@gmail.com).

If you have an emergency using the software, it’s okay to call Kate on her cell phone: 909-964-1936.

## **II. Understanding How A Tournament Works**

It is easier to effectively operate the MSPDP Tab software if you know a little bit about how a debate tournament works. This manual assumes that you are familiar with the MSPDP rules for debating. If you need a refresher course, the rules are easily available on our Web site.

Basically, schools bring students to a debate tournament to learn, compete, and practice their speaking and debating skills. Each school brings students in groups of three, referred to as “teams,” who compete in either 4 or 5 debates. Each individual debate is known as a “round,” so that students are said to compete in 4 or 5 “rounds” of debating. Each team of students will debate a different team from a different school in each of their “rounds” of debate. At the end of the tournament, the tournament director will give awards for individual performance, team performance, and school performance. The tournament director uses tabulation software to match teams against each other, assign judges, enter results, and calculate awards. Doing that work by hand, while possible, is prone to error and accusations of bias.

For the purposes of this manual, we will assume that you are running a 5-round tournament. If you are running a 4-round tournament, everything that we are saying here still applies – you will only need to change the main page settings (explained in a few paragraphs) and ignore the instructions for pairing round 5.

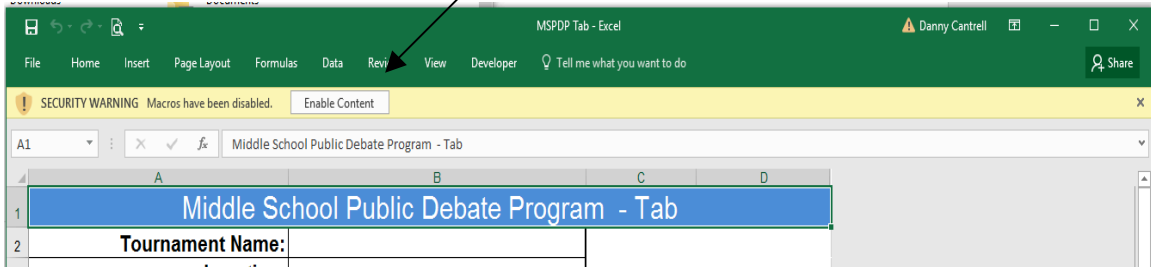
The first two rounds of debate at a MSPDP tournament are “randomly” assigned. In both round 1 and round 2, teams are randomly assigned to a debate against another team. They will never debate teams from their same school, and they will never debate the same team twice at a tournament. In the first two rounds of debate, teams will debate on the proposition side once, and on the opposition side once. This guarantee of side balance is true in every set of two rounds. So, for example, in rounds 3 and 4, a team will again be guaranteed to be on the proposition side once, and on the opposition side once. In round 5, teams will be randomly assigned to sides.

Every debate that happens after round 2 is “power-matched.” This means that teams, in general, will debate other teams with a similar record at the tournament. So, if a team wins their first two debates, the computer will try to pair this team against another team that has won the first two debates. This ensures that teams debate against teams of equal skill level for rounds 3-5.

## **III. Entering Data**

MSPDP Tab is an Excel-based program that uses macros. To run the program, you will need Microsoft Excel installed on your computer. You may also need to adjust your security settings for Excel to enable macros on your computer. Please ask your school technology administrator for assistance if you are unsure if the computer you will be using to run the tournament is set to allow macros to run.

More recent versions of excel have small window at the top of excel that is labeled “SECURITY WARNING: Macros have been disabled” with a button to “enable content.” Make sure to click “Enable Content.”



Most tournament administration will take place from this main operating screen. After you enter the data for the tournament, you will only need to use the “Next Step” button, the “Push Ballot” button, and occasionally the “Print Extra Pairing” button. The program is designed to automatically perform all the operations necessary to run a tournament. It will walk you through the tournament process step by step, including pairing debates, printing ballots, and entering results. If you look on the bottom of the page, you will see that the program’s “workbook” contains several “worksheets” that are marked by tabs along the bottom of the main page. These worksheets contain all the data for the tournament. Once you enter the tournament’s data, you will rarely need to stray from the main page of the program.

### Entering Tournament Data

Before you enter the main data for the tournament, you should enter information about the tournament onto the main page. In the boxes at the top, enter the Tournament Name, Location, Dates, and the Number of Preliminary Rounds. The number of preliminary rounds should be either 4 or 5. Once you’re done, the main page might look like this:

Middle School Public Debate Program - Tab	
<b>Tournament Name:</b>	Towsend Showdown II
<b>Location:</b>	Towsend Jr. High School
<b>Dates:</b>	9/14/17
<b>Total Prelim Rounds:</b>	5
<b>Next Step...</b>	<b>0a. Print Confirmation Sheets</b>
2 Steps away...	0b. Confirm Data Entry
3 Steps away...	1. Pair Round 1
Next Step	
Entry System	Print Extra Pairing / Ballot
Change Judges	Quick Stats
Version: 5.04 © MSPDP/ESU (Release Date: 02/01/2017)	
Initialize Workbook	

Note:

We have entered the tournament name, location, date and number of prelim rounds.

In order to have a debate tournament, you will need teams, judges, and rooms. MSPDP Tab requires that you enter this data **before** you can actually begin the tournament. In the Tournament Director’s Manual, we explain how to get coaches to register their participation and rosters in advance of a competition. Generally, before a tournament, coaches will send in their participation rosters, including their list of teams and judges.

As the tournament director, you should save these entries in a folder until you are ready to enter the data into MSPDP Tab. Although you should enter data to train on the program, **when you are running an actual tournament, you should not enter data until you have confirmed registration with a school’s coach on the day of the competition.** You can read more about why this is so in the Tournament Director’s Manual. Coaches will submit registration forms that are lists of teams and judges. So, for example, a coach might submit this list:

<b>School:</b> St. Paul the Apostle
<b>Coach:</b> Marcia Alessi
<b>Judges:</b> Andreas Meyer, Megan Low, Bill Eddy (rounds 1 & 2 only)
<b>Team 1:</b> Ike Silver, Danielle DiMeglio, Heather Regen
<b>Team 2:</b> Jessica Barker, Matt Chait, CeCe Osborn
<b>Team 3:</b> Jared Kracoff, Kevin Mason, Jonathan Cathcart
<b>Team 4:</b> Joshua Kameel, Phelan Arata, Jed U'ren
<b>Team 5:</b> Taylor Perry, Dilini DeSilva, Chaplin Carmichael

One of the largest changes in v5.04 of the program, is a brand new entry system which should make entry data very easy. To start, click the “Entry System” button on the main page.

Middle School Public Debate Program - Tab			
<b>Tournament Name:</b>	Towsend Showdown II		
<b>Location:</b>	Towsend Jr. High School		
<b>Dates:</b>	9/14/17		
<b>Total Prelim Rounds:</b>	5		
<b>Next Step...</b>	0a. Print Confirmation Sheets		
2 Steps away...	0b. Confirm Data Entry		
3 Steps away...	1. Pair Round 1		
Entry System	Print Extra Pairing / Ballot	Change Judges	Quick Stats
Version: 5.04 © MSPDP/ESU (Release Date: 02/01/2017)			Initialize Workbook

You will see a form popup which is divided by teams, judges, and rooms. If you click the button and nothing happens, make sure you have enabled macros.

Middle School Public Debate Program - Tab	
<b>Tournament Name:</b>	Towsend Showdown II
<b>Location:</b>	Towsend Jr. High School
<b>Dates:</b>	9/14/17
<b>Total Prelim Rounds:</b>	5

Next Step...  
2 Steps away...  
3 Steps away...

Entry System

Version: 5.04 © M...

MSPDP - Entry System

Teams | Judges | Rooms

New School

Existing Teams

1. School Name:

2. Students:

Debater 1:

Debater 2:

Debater 3:

Save Team

Total Teams: 0

Exit

## TEAMS

The form automatically starts by asking you to enter the team information. You'll notice that there is a "New School" button at the top of the form. Start here whenever you go to enter a new school into the program.

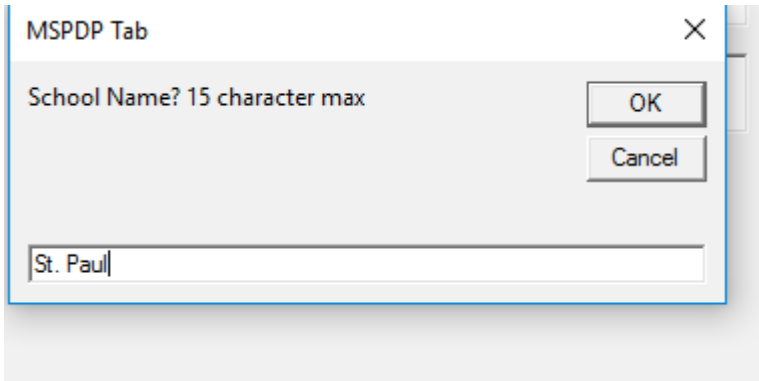
MSPDP - Entry System

Teams | Judges | Rooms

New School

1. School Name:

Once you click that button you'll get a small box asking you to enter the school name. Note that school names are limited to 15 characters to ensure the name fits on various printouts. You can normally omit words like "Middle School" from the school name (ie, "Townsend" rather than "Townsend Jr. High School." In our example, we will enter "St. Paul" rather than "St. Paul the Apostle" to save room.

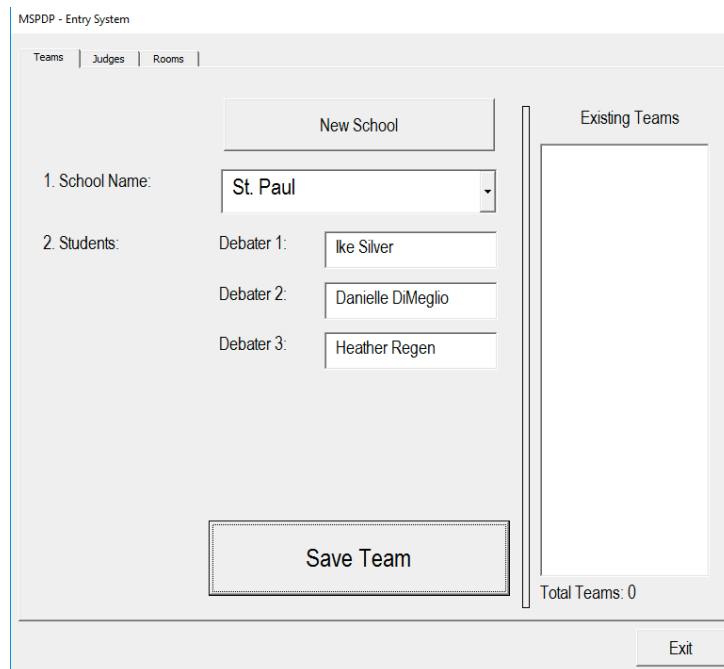


Click OK and the school is saved in the program. You'll noticed that the school name is now populated in the 1. School Name dropdown box.

You can now start entering the teams. Recall from our sample entry above, the first team for St. Paul was

**Team 1:** Ike Silver, Danielle DiMeglio, Heather Regen

You would enter each of the names of the three debaters in the form. Note that you can quickly move between debaters names using the TAB key. So your form should look like this.



Click the “Save Team Button” and you will see the team appear on the “Existing Teams” list to the right side of the form.

The screenshot shows a software window titled "MSPDP - Entry System" with a close button (X) in the top right corner. The window has three tabs: "Teams" (selected), "Judges", and "Rooms".

On the left side, under the "Teams" tab, there is a "New School" button. Below it, the form is divided into two sections:

- 1. School Name:** A dropdown menu currently showing "St. Paul".
- 2. Students:** Three input fields labeled "Debater 1:", "Debater 2:", and "Debater 3:", each with a vertical cursor.

At the bottom of this section is a large "Save Team" button.

On the right side, there is an "Existing Teams" list. It contains a table with one row:

St. Paul SDR	Y
--------------	---

Below the table, it says "Total Teams: 1".

At the bottom right of the window is an "Exit" button.

Note that the team is represented by the first initial of each of their last names (SDR)

Go ahead and practice entering the rest of the school’s entry from page 6. When you are finished, the form should look like this. Note that there are five teams entered. Always do a quick double check since almost all tournament errors stem from mistakes during data entry.



# JUDGES

MSPDP - Entry System

Teams | Judges | Rooms

New School

1. School Name: St. Paul

2. Students:

Debater 1:

Debater 2:

Debater 3:

Save Team

Existing Teams

St. Paul BCO	Y
St. Paul KAU	Y
St. Paul KMC	Y
St. Paul PDC	Y
St. Paul SDR	Y

Total Teams: 5

Exit

Now that all the teams from St. Paul have been saved, we can enter the judges. Click the “Judges” tab on the Entry System form. This will bring you to a new form optimized for entering judge information.

MSPDP - Entry System

Teams Judges Rooms

1. School Name:

2. Judge Name:

3. Rounds Available:  1  2  3  4  5

4. High Priority:

Save Judge

Existing Judges

Total Judges: 0

Exit

Let's start by entering the first judge for St. Paul – **Andreas Meyer**. Note that you must first select the school. Click the drop down box and you'll see two schools listed:

MSPDP - Entry System

Teams Judges Rooms

1. School Name:

2. Judge Name:

3. Rounds Available:

Hired/Unaffiliated

St. Paul

St. Paul should look familiar but “Hired/Unaffiliated” may be new. This is a school that is created automatically for you by the program. This is the school you can use to save any hired or volunteer judges that have no affiliation with a school competing at the tournament. For example, a local college or high school debate team may volunteer time to judge at your tournament. You would want to save those judges under the “Hired/Unaffiliated School.”

But to save the judges for St. Paul, select St. Paul and fill out the rest of the form. Note that the form asks you for the judge name, what rounds the judge is available, and whether this judge is a “high priority” to use judge.

High priority means that the judge should be scheduled to judge every single round. This is often a useful setting for volunteer judges who have donated their time and don’t appreciate driving to your tournament to sit around. While the setting *tries* to assign the judge each round, sometimes that’s not possible given various constraints.

Recall that the judges for St. Paul were registered as such:

**Judges:** Andreas Meyer, Megan Low, Bill Eddy (rounds 1 & 2 only)

So to save Andreas Meyer we would fill out the form as such and click the “Save Judge” button.

MSPDP - Entry System

Teams | Judges | Rooms

1. School Name: St. Paul

2. Judge Name: Andreas Meyer

3. Rounds Available:  1  2  3  4  5

4. High Priority:

Existing Judges

Total Judges: 0

Save Judge

Exit

After clicking save you’ll notice, like on the teams sheet, Andreas now appears on the “existing Judges” list to the right of the form.

MSPDP - Entry System

Teams Judges Rooms

1. School Name: St. Paul

2. Judge Name:

Existing Judges

Andreas Meyer ~ St. P	Y
-----------------------	---

You'll note the judge name, school, and a "Y" are listed on the room. The "Y" stands for that the "Yes" the judge is active. Sometimes, you may have a judge who unexpectedly has to leave a tournament. You can "inactive" the judge by selecting them on this form, unchecking the "active" box, and clicking save. A judge who is marked inactive will not be scheduled.

Note that in their entry, St. Paul indicated that judge "Bill Eddy" would be available only for the first two rounds of the tournament. MSPDP Tab can keep track of that for you to ensure that judge is not scheduled for rounds 3-5. To save that fill out the form as such:

MSPDP - Entry System

Teams Judges Rooms

1. School Name: St. Paul

2. Judge Name: Bill Eddy

3. Rounds Available:  1  2  3  4  5

4. High Priority:

Save Judge

Existing Judges

Andreas Meyer ~ St. P	Y
-----------------------	---

Total Judges: 1

Exit

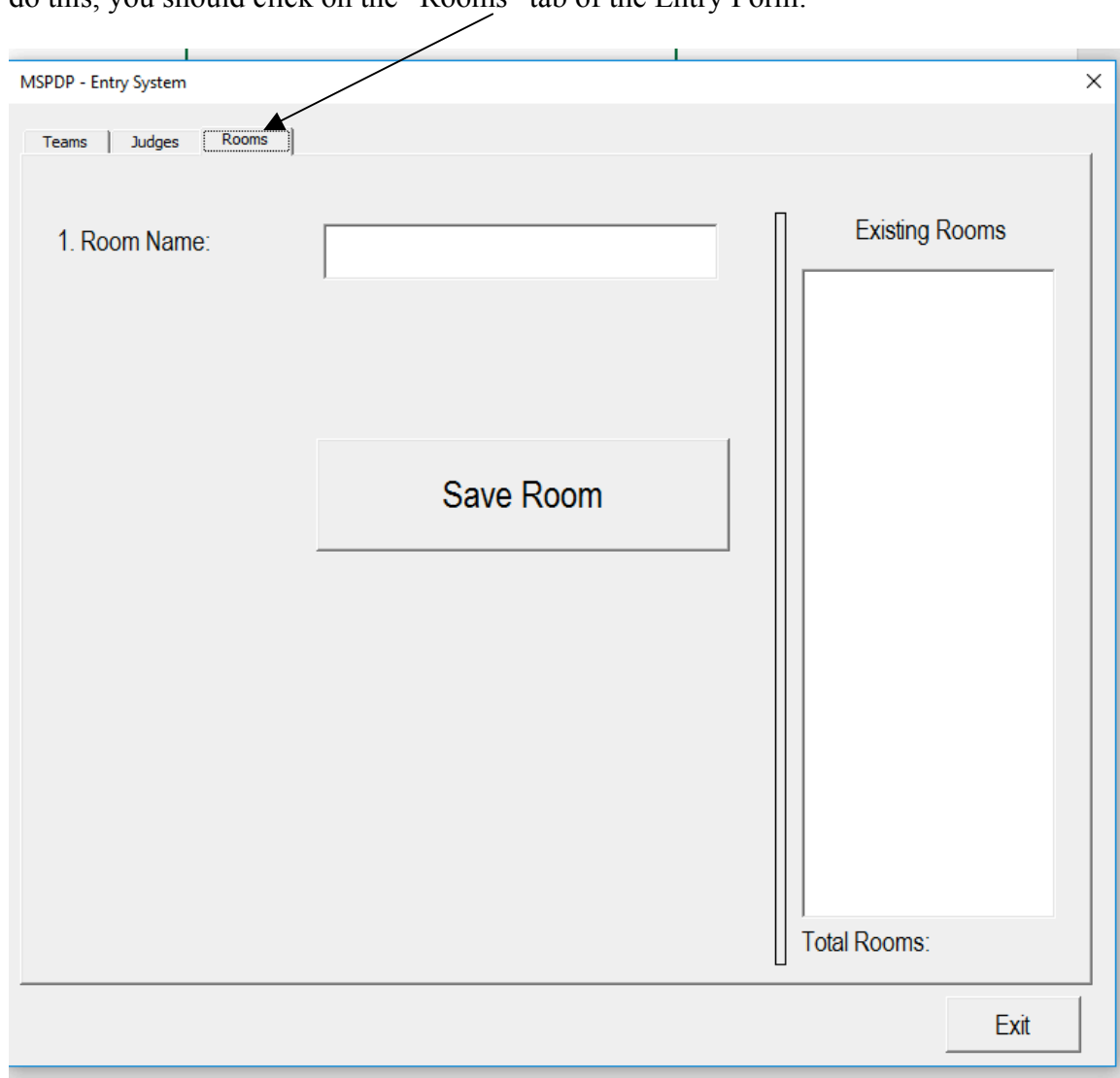
Note that the checkboxes for Rounds 3-5 have been turned off.

Make sure to double check what rounds judges are available and be careful when entering that information. It can cause headaches later when judges who you think are available for a round have actually left the tournament and are no longer present.

At this point, you can then go through each of the schools registered at the tournament and enter the teams and judges for each. You'll want to try and find a quiet space to do this as the entry data is a critical step for a successful tournament.

## ROOMS WORKSHEET

In addition to entering teams and judges, you need to enter rooms for the tournament. To do this, you should click on the "Rooms" tab of the Entry Form:



The screenshot shows a web application window titled "MSPDP - Entry System". At the top, there are three tabs: "Teams", "Judges", and "Rooms". An arrow points to the "Rooms" tab. The main content area is divided into two sections. On the left, there is a label "1. Room Name:" followed by a text input field. Below this is a large "Save Room" button. On the right, there is a section titled "Existing Rooms" with a large empty rectangular area below it. At the bottom right of this section is the label "Total Rooms:". At the very bottom right of the window is an "Exit" button.

This form is fast and easy to use. Just enter the room number and click save. After entering the rooms you should see the new rooms under the “Existing Rooms” label on the right side of the form.

MSPDP - Entry System >

Teams | Judges | Rooms

1. Room Name:

Existing Rooms

8	Y
22	Y
44	Y
45	Y
55	Y
62	Y
63	Y
65	Y
75	Y
78	Y
88	Y
Library Study 1	Y
Music 1	Y

Total Rooms: 13

Once all rooms have been entered – it’s good to then double check to make sure none were skipped. Note that at the bottom of the list you can see a quick count of the rooms entered.

When you are finished click the “Exit” button on the bottom right of the form. MSPDP Tab will ask you if you want to save the file – click yes. Remember that the program is written inside an excel file that you must constantly save to avoid losing work.

## Notes About Data Entry

Accurate data entry is **crucial** to good tournament direction. If you make sure your data is correct when you enter it, you will save yourself a lot of problems later in the tournament. Most tabulation errors are the result of human mistakes. This is why it is important to double-check your data entry before you move on to the next step in the tabulation process. In particular, you should double-check the following items:

- Did you enter every team from every school? Sometimes you will enter 4 of the 5 teams from the school by mistake. Do yourself a favor and do a quick count to make sure.
- Did you enter every judge from every school? Again, do a quick count.
- Did you remember to enter the rooms for competition?

## Two-Person Teams

Another issue that may come up is how to enter **two-person teams**. MSPDP rules allow two-person teams to compete, because we recognize that sometimes there may be reasons that students can't attend a tournament at the last minute, or that sometimes a school wants to field a team but can only assemble two students. There are two rules regarding two-person teams that you should be aware of:

1. **The missing “third partner” is always coded as X** . This means that, for example, a two person team from Canyon Lake's of Hannah Alvarez and Benjamin Burton will appear as “Canyon Lake ABx.” Because the program does not allow duplicate speaker names you should notice that for each **X** you enter for two person teams is assigned a number. For example, the first two-person team you enter, the third partner's code will automatically be updated from **X** to **X1**. The next time you enter **X** for the missing third partner the program will automatically update it to **X2**. This way you do not need to keep track of how many missing third partner's you have entered – just keep entering **X** for each missing third partner and the program will figure out what number to assign them.

2. **The missing “third partner” always receives a zero for speaker points when you enter the results of debates.** This is because the event is a three person event.

On occasion, judges may be confused about how to handle two-person teams. You may get ballots back from judges where they have given the student who spoke twice two different scores – one for each speech. Normally, when this happens, you should give the student the higher of these two scores. Don't forget to give the missing partner the zero on the tabulation form (explained later).

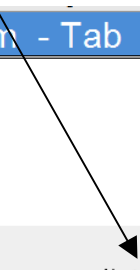
You will also probably receive a warning about a “LOW POINT WIN” for two person teams when you enter ballots because if you add up the speaker points for the two speakers it would be less than the speaker points of the three speakers for the other team in the round. This is just a double check for you to make sure you selected the correct

winner in the debate. Normally, the team with the higher speaker point total will be the winner so the LOW POINT WIN box is a good double check to catch tabulation errors.

### Confirmation Sheets

You are now ready to print Confirmation sheets for each school to double check their entry. Click the “Next Step” button on the main page:

Middle School Public Debate Program - Tab	
<b>Tournament Name:</b>	Towsend Showdown II
<b>Location:</b>	Towsend Jr. High School
<b>Dates:</b>	9/14/17
<b>Total Prelim Rounds:</b>	5
<b>Next Step...</b>	<b>0a. Print Confirmation Sheets</b>
2 Steps away...	0b. Confirm Data Entry
3 Steps away...	1. Pair Round 1



Entry System	Print Extra Pairing / Ballot	Change Judges	Quick Stats
--------------	------------------------------	---------------	-------------

Version: 5.04 © MSPDP/ESU (Release Date: 02/01/2017) Initialize Workbook

After creating the sheets, you will be presented with a “Print Preview” of the forms. Go ahead and click print to print the forms and distribute to coaches to double check.

The program will then ask you if all data is accurate. If so, click “yes” and the program will proceed to pairing the first debate. If coaches found some mistakes, go ahead and click ‘no’ to fix the error. If you have some time between printing the forms and getting confirmation, click “no” to wait until you have the data. Once everything is good, click the ‘next step’ button again.

### IV. Pairing Debates

When you’ve entered all the data for a tournament, it’s time to go ahead and pair the first round of debate! MSPDP Tab generates a *pairing* for each debate, which shows who each team is debating and what side they have been assigned. The pairing also shows who will judge each debate and what room each debate is assigned.

From here on, most of your work (hopefully all of it) will be done from this main page. Notice the box in the middle of the main page that shows the steps. The item in red shows you what your next task is. In this case, you will be pairing Round 1. Click on the “Next Step” button.



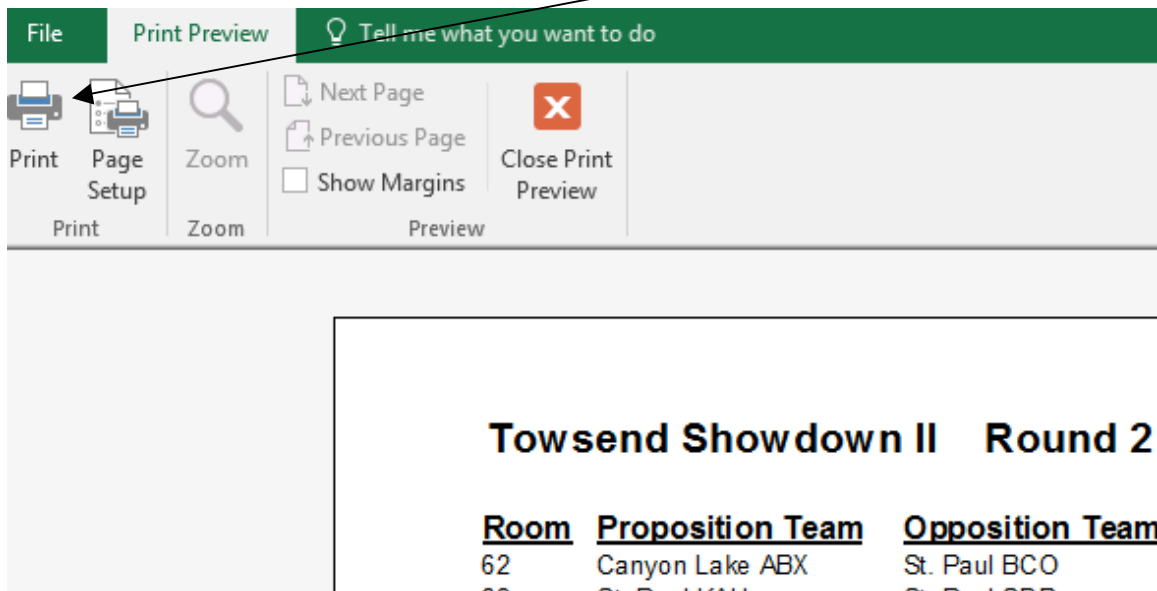
**[Note: Do not do this until you have entered all the data for the tournament. If you are simply practicing to run a tournament, you should enter some data before you try this step for yourself. Generally, you should enter 15-20 teams and 12 judges and rooms before you proceed. Make sure you have several schools represented in your sample set and that you have at least ½ as many judges as teams (teams/2) so there will be a judge for each debate round.]**

Once you press the next button, the program will go ahead and generate the pairing for the first round. It may take a few seconds, depending on how fast your computer is and how large the tournament is. The program will then automatically save. Once the round is paired, you'll see a notification that the round has been paired. Click "OK" to confirm the pairing.

**[NOTE: You may, given the various constraints at your tournament, receive notices that the pairing system wasn't able to perfectly assign teams or judges. These happen most often at very small tournaments. Usually you can just click OK and move on.]**

After pairing, you would then want to print the pairing to distribute to the students so they know who they are debating, in what room, with what judge. The program will automatically walk you through those steps as you keep clicking the "next step" button. Note that the program will ask you how many copies of the posting you would like to print. Usually at least 3 is a good idea. Enter a "3" in the box.

Recall that you are now seeing the "Print Preview" screen. Click "print" to send the pairings to the printer.



After printing the pairings, you will then print the ballots to distribute to the judges. Again, just click the next step and the program will fill out the official MSPDP ballot with all the correct information.

Take the ballots and put them out on a table in the common area. Then, you're ready to announce the topic for Round 1!

See the Tournament Director's Manual for more information about how to do this effectively, including the instruction that you should make sure that all the ballots have been picked up by judges – this way you can be confident that all the debates have started.

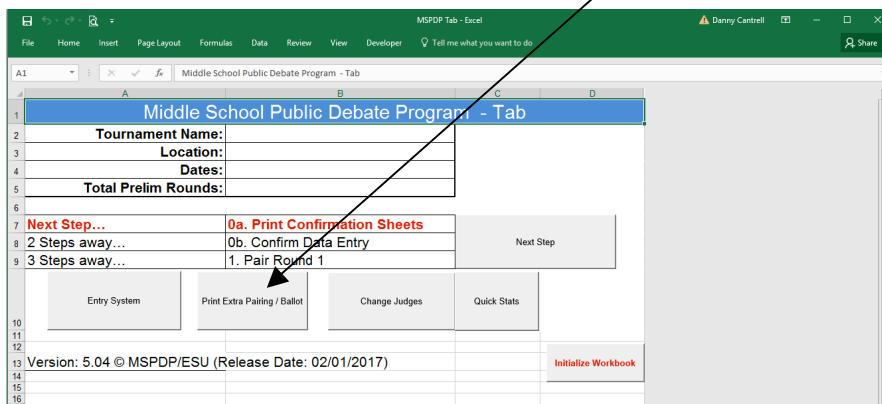
After Round 1 gets started, and you've made sure that all the rooms are unlocked, all the judges have their ballots, and teams are debating, you'll want to go ahead and pair Round 2 so you can have the pairings posted when people get out of their first debate. Return to the computer. You should press "Next Step" to pair Round 2. Remember to print several copies of the pairings. Then, press "Next Step" to print the ballots. Check to make sure they've all printed, and throw away the duplicate ballot.

Go ahead and post the Round 2 pairings, and wait for the ballots to start coming back from Round 1.

You will need to have a copy of the Round 1 pairings for yourself, so you can cross off ballots as they are returned. This way, you will know when all the ballots have been returned, and you will know when it's time to announce the next topic. Don't worry about entering results yet. When all the ballots have been returned, it's time to start Round 2. Take the ballots for round 2 to the common area, lay them out on a table, and announce the Round 2 topic.

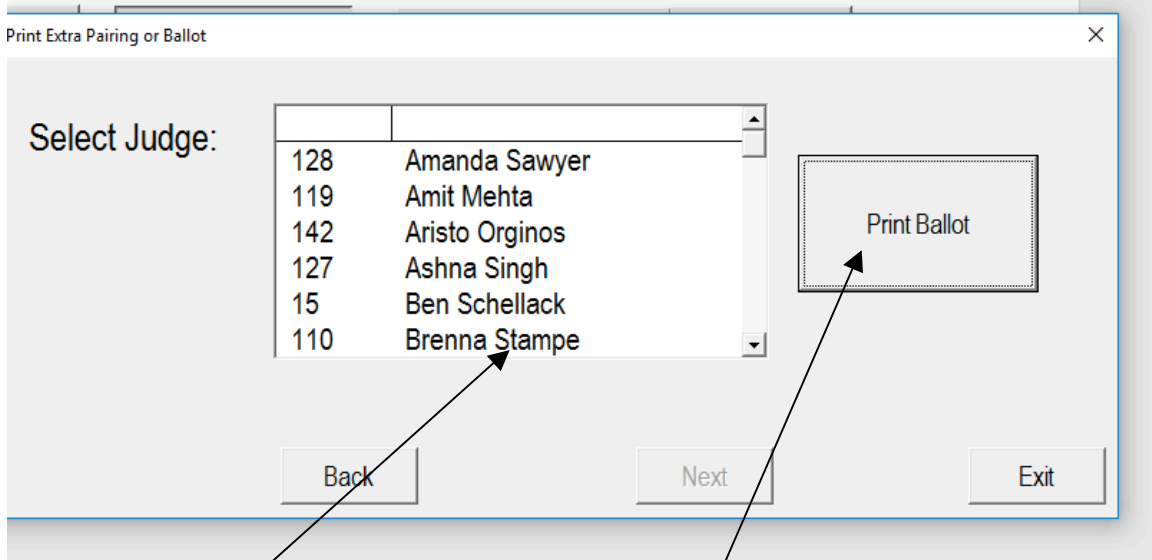
Normally, during Round 2, you will be training new judges. See the Tournament Director's Manual for instructions on how to do this. You should train judges in the common area, because this way you will be available if any emergencies arise. You will also know when the ballots are starting to come in for the next debate, so you will be able to start collecting those and wrap up the training.

If you ever need additional copies of the round pairings or a ballot (judges sometimes misplace their ballot) you can click on the "Print Extra Pairing/Ballot" button on the main page.



That brings up a form which will guide you through what you want to print (pairings or ballots), what round, and the number of copies. Note that you must pick either pairing or ballot.

If you need to print a duplicate ballot the form will also ask you to select the judge you need to print:

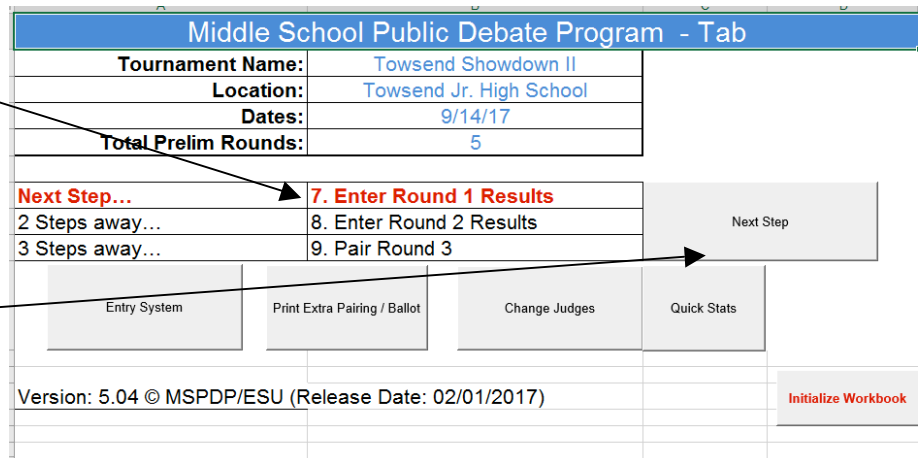


Click on the judge and then the 'Print Ballot' button.

## V. Ballot Entry

Once you've gotten all your ballots in from Round 2, go to the computer and begin entering results. You should have plenty of time during the lunch break to enter results from Round 1 and Round 2, and pair Round 3. This way everything is ready to go when the competitors come back from lunch.

When you return to the computer, the Next Step table will prompt you to enter results from Round 1 and Round 2, so go ahead and press the "Next Step" button.



The next screen that will pop up is the “Tabulation Screen.” Here you will enter all of the results from the ballots. Here is what the screen should look like:

**MSPDP - Tab Rounds**

**Round**

- Round 1
- Round 2
- Round 3
- Round 4
- Round 5**

**Debate**

51	Evan Heddy (Stone Bridge) (312)	
52	Joe Jokela (Nightingale) (318)	Y
53	Amanda Sawyer (Hired/Unaffiliated) (363)	Y
54	Lori Hohenleitner (Rumson Country) (37)	Y
55	Lenny Shteyman (NEST) (331)	Y
56	Troy O'Reilly (NEST) (321)	Y

**Proposition**

**Won**

Speaker Points

**Opposition**

**Won**

Speaker Points

Show Previous Entries

**Save Result**

**Exit**

First, make sure the correct round is selected in the top left of the form. Then, based on the ballot that you have in front of you, select the debate from the list at the top middle. The first number listed is the “debate” number which is listed on the physical ballot. You can also search by Judge Name, the judges school, or the room number which are all listed on the middle part of the form. The last column informs you whether or not the ballot has already been entered. Simply select a debate and the form will update to show the debaters:

MSPDP - Tab Rounds ×

Round	Debate	
Round 1		
Round 2		
Round 3		
Round 4		
Round 5		

51	Evan Heddy (Stone Bridge) (312)	
52	Joe Jokela (Nightingale) (318)	Y
53	Amanda Sawyer (Hired/Unaffiliated) (363)	Y
54	Lori Hohenleitner (Rumson Country) (37)	Y
55	Lenny Shteyman (NEST) (331)	Y
56	Troy O'Reilly (NEST) (321)	Y

Proposition		Opposition	
Dalton YBB	<input type="button" value="Won"/>	Hackley School TOF	<input type="button" value="Won"/>
	Speaker Points		Speaker Points
Juliana Yu	<input type="text"/>	Sophia Thomas	<input type="text"/>
Alejandro Breen	<input type="text"/>	Hannah Ostfield	<input type="text"/>
Jake Berg	<input type="text"/>	Kiriann Fitzpatrick	<input type="text"/>

Show Previous Entries

To enter the results from a ballot, first click on the “Won” button that corresponds to the team that won the debate. The judge will have circled a winner on the ballot. Then enter the speaker points for individual students. Make sure to match up the points for the correct speaker as the order on the screen and the order on the ballot may be different.

Here is an example of the tab form filled out completely:

MSPDP - Tab Rounds

Round	Debate
Round 1	
Round 2	
Round 3	
Round 4	
Round 5	

51	Evan Heddy (Stone Bridge) (312)	
52	Joe Jokela (Nightingale) (318)	Y
53	Amanda Sawyer (Hired/Unaffiliated) (363)	Y
54	Lori Hohenleitner (Rumson Country) (374)	Y
55	Lenny Shteyman (NEST) (331)	Y
56	Troy O'Reilly (NEST) (321)	Y

**Proposition**

Dalton YBB Won

Speaker Points

Juliana Yu	75
Alejandro Breen	85
Jake Berg	83

**Opposition**

Hackley School TOF Won

Speaker Points

Sophia Thomas	81
Hannah Ostfield	80
Kiriann Fitzpatrick	79

Show Previous Entries

Save Result

Exit

The “Save Result” button will only become active once you have selected a winner (click the “won” button next to the team and entered scores for all debaters).

If you want to see the results of the debate you’ve already entered, select the debate and then check the “Show Previous Results” box above the save results box. This can be helpful to double check results.

Once you’ve entered the results from all debates in Round 1 and 2, you can leave the Enter Results screen by clicking on the **Exit** button in the bottom right hand corner. Make sure to have clicked on **Enter Results** for the final ballot before clicking on exit. The program will automatically prompt you to save. Save your data. It is a good idea to save whenever you have an opportunity throughout the tournament.

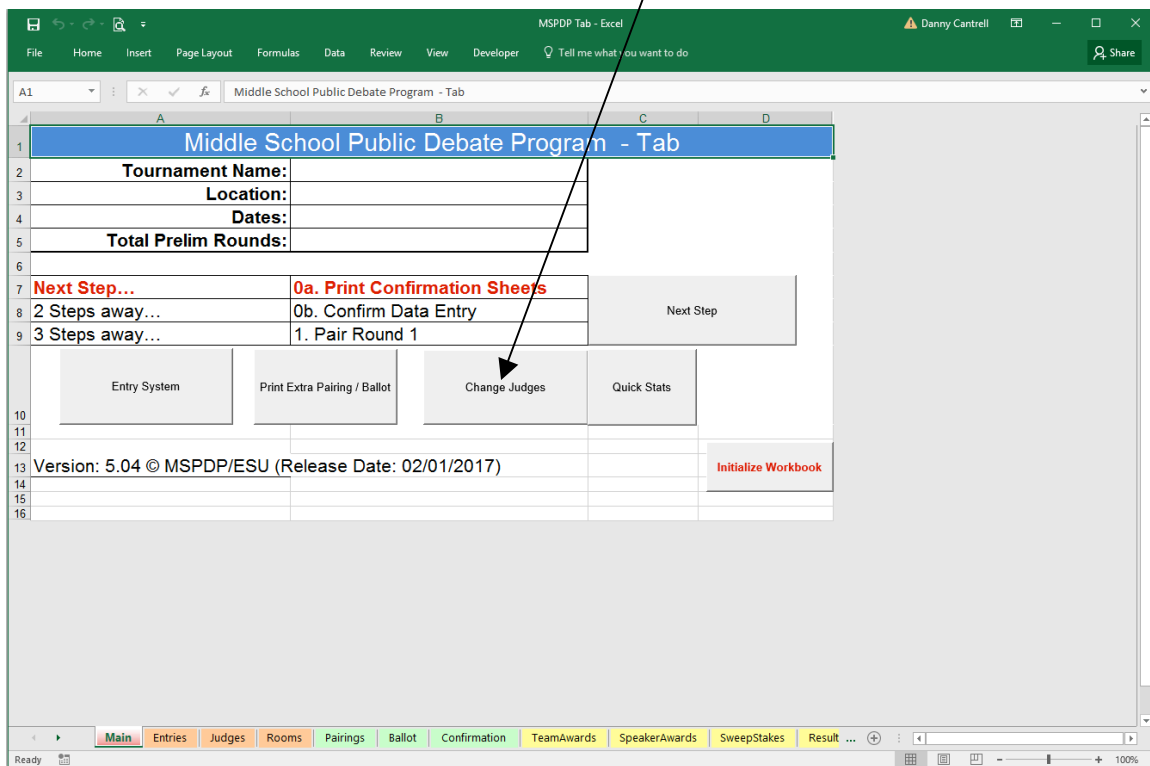
Now, the “Next Step” window prompts you to pair Round 3. Do that, and print the pairings and the ballots. Repeat the same process as you did for the previous debates. After Round 3, you’ll collect the ballots, enter the results, and pair Round 4. Ditto for Round 5 if you have setup the tournament for 5 rounds on the main screen.

After Round 5, you're done with the tournament. Then all you only need to do is print the results. The "Next Step" menu walks you through this process. It will automatically calculate speaker rankings, team rankings, and a cumulative results sheet. Once you print these results, you're ready to announce awards. Congratulations!

## VI. Changing Judges

Sometimes you will have to change judges for debates during a tournament. For example, you may have volunteer judges that you want to make sure you use in a given debate, or you may want to make sure that judges who are trying to get their certificate at a tournament are able to get their certificate by successfully judging a debate round.

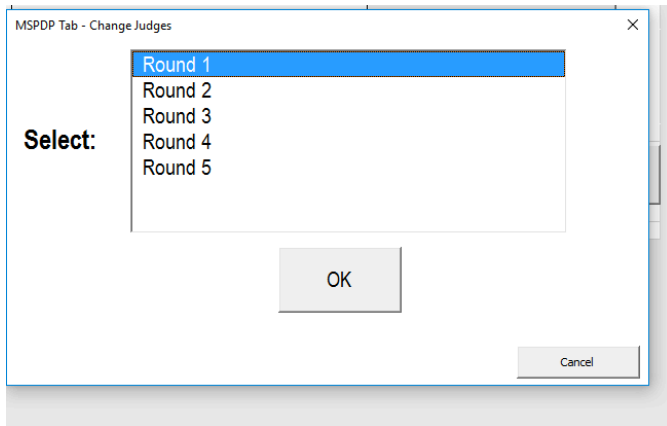
The mechanism to accomplish this task is the "**Change Judges**" button on the main page.



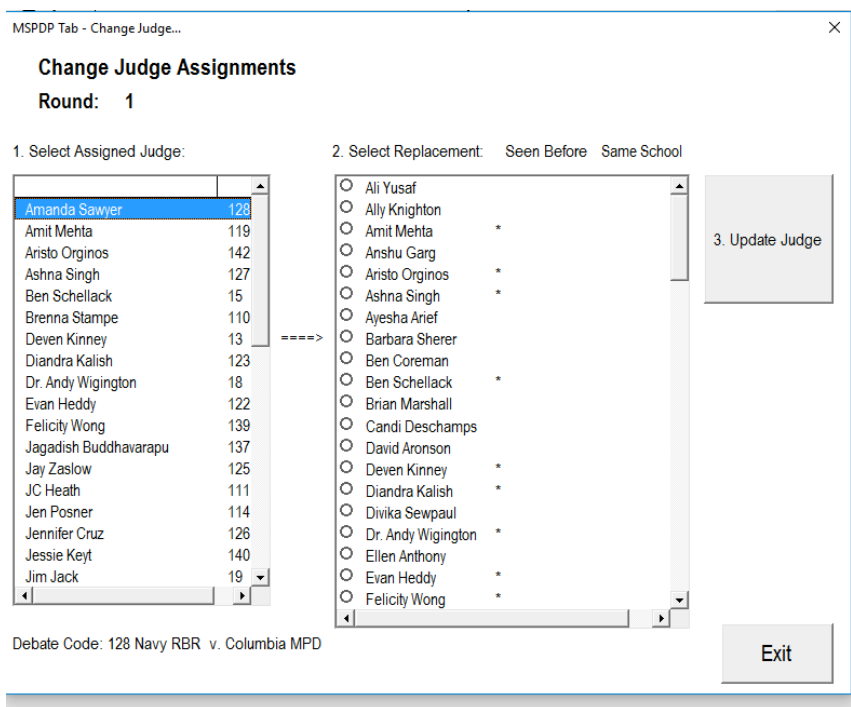
As the Tournament Director's Manual explains, changing judges should only be done for administrative reasons. There are two rules for changing judges:

- 1. The judge should not be from the same school of one of the teams in the debate.**
- 2. Judges should not judge teams they've seen before.**

The “Change Judges” mechanism helps you follow these rules. First, select which round you want to change the judges for and click OK.



You’ll then see all the existing judges on the left hand side. First, select the assigned judge:



You’ll notice the form updates with possible replacement judges on the right hand side list. An “Asterisk” after the judge means that the judge **already** has been assigned a ballot. Avoid using these judges since judging two rounds at the same time is quite difficult.

Seen before refers to whether or not the replacement judge has seen the Prop or Opp team before. Avoid having judges see teams multiple times.



Same School refers to whether or not the replacement judge is from the same school as the Prop or Opp team. Judges from the same school as one of the debate teams should never judge their own teams.

In our example list above, “Ali Yusaf” is a good judge to replace “Amanda Sawyer” with since Ali is not already scheduled, has not seen either team before, and is not from the same school. Click Ali and then the “update judge” button.

After you finish changing judges, the program will ask you if you want to print a new copy of the round pairings. This is a good idea to avoid confusion.

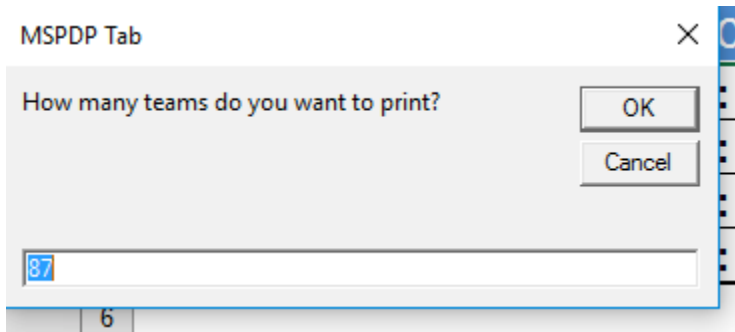
## VII. Getting the Final Results

After all 4 or 5 debates are done, it’s time to calculate the results of the tournament. MSPDP Tab will do this for you, and it’s easy. First, the team rankings are calculated, followed by the speaker rankings, and finally by the cumulative result sheet.

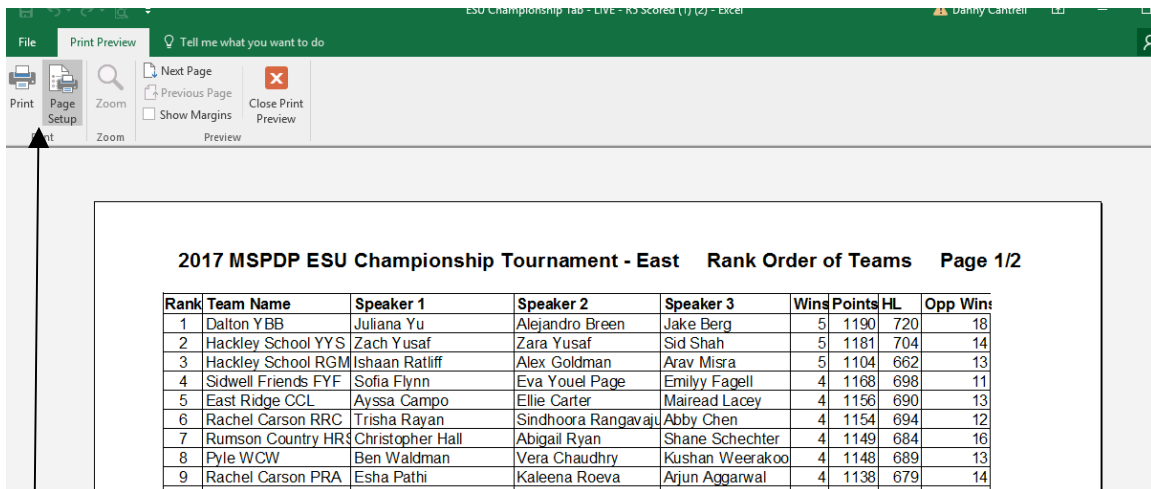
Your main screen should now look like this:

Middle School Public Debate Program - Tab			
<b>Tournament Name:</b>	SPDP ESU Championship Tournament - East		
<b>Location:</b>	Clifton T. Barkalow Middle School		
<b>Dates:</b>			
<b>Total Prelim Rounds:</b>	5		
<b>Next Step...</b>	<b>18. Print Team Ranking</b>	Next Step	
2 Steps away...	19. Print Speaker Ranking		
3 Steps away...	20. Print Result Sheets		
Entry System	Print Extra Pairing / Ballot	Change Judges	Quick Stats
Version: 5.04 © MSPDP/ESU (Release Date: 02/01/2017)			Initialize Workbook

After you enter the results for the last debate, the “Next Step” button will say that the next step is to print the rank order of teams. Through the “Next Step” button, MSPDP Tab will prompt you to print the rank order of teams.



The program will ask you how many teams you want to print. Generally, you won't need to print the entire ranking list. Few teams, for example, want to know that they were the last place team at the tournament. In any case, you will have to choose the number you'd like to print. It's best to go ahead and print the top 20 teams or so, just so you can make sure you recognize all teams with a winning record (although this will be different at every tournament). The list that you'll print out will look like this:



Click on "Print" to print out the ranking.

At most tournaments, teams must get a "winning record" (win more debates than they lose) to receive a team award. Generally, the top 15-20% of the teams at the tournament will receive team trophies. There's more about how to figure this out in the Tournament Director's Manual.

The next set of results to calculate is the speaker rankings. These are often the most coveted by middle school debaters. When you press the "Next Step" button, MSPDP Tab will calculate the rank order of all the students in the tournament, based on their speaker points, using tiebreakers. First, however, MSPDP Tab will ask you if you are sure if you

want to print the rank order of speakers just like for the team rankings. Click on the “Yes” button.

The next window that pops up will ask you how many speakers you want to print. The default number, in blue, is the total number of students at the tournament. Don’t print out the entire list – it’ll take too long. Also, you don’t need to know the whole ranking. Normally, you will only announce the top 15-20 speakers at a tournament. So enter the desired number in the box (15 or 20), and click “Ok.”

Once you do this, the “Print Preview” window will open, showing you the ranked list of speakers the program is about to print. It will look like this: Go ahead and print the list.

2017 MSPDP ESU Championship Tournament - East Speaker Ranks Page 1/2

Rank	Speaker	School	Total	HL	J Var	Opp W	Team W	Rand #
1	Jake Berg	Dalton	398	237	385.17	18	5	68
2	Juliana Yu	Dalton	397	237	408.64	18	5	59
3	Zach Yusaf	Hackley School	395	236	416.43	14	5	47
4	Alejandro Breen	Dalton	395	236	389.1	18	5	90
5	Caroline Littenberg	Nightingale	394	237	405.61	11	2	24
6	Max Eastwood	Speyer	394	236	408	17	3	84
7	Sid Shah	Hackley School	394	235	416.08	14	5	45
8	Eva Youel Page	Sidwell Friends	392	235	429.19	11	4	21
9	Zara Yusaf	Hackley School	392	235	410.15	14	5	98
10	Andrew Binder	Speyer	392	234	402.11	17	3	91

After you print the speaker rankings, you’ll be prompted to print one final results sheet. This is the “Cumulative Results Sheet,” and provides the total results for each team in each debate at the tournament. As with every other printing command, once you click the “Next Step” button, the program will open the “Print Preview” window. The results page will look something like this:

ESU Championship Tab - LIVE - R5 Scored (1) (2) - Excel Danny Centre

File **Print Preview** Tell me what you want to do

Print Page Setup Zoom Next Page Previous Page Show Margins Close Print Preview

**MSPDP Results, 2017 MSPDP ESU Championship Tournament - East**

An-Noor Academy ASA			Judge	Won?	Huzefa Anweri	Haris Bujel	Nasrin Abbas
Side	Debated						
Prop	Rachel Carson W/O	JC Heath (NEST)	L	81	83	79	
Opp	The Hill School V20	Troy O'Reilly (NEST)	W	80	80	79	
Prop	Scout S/B	Carol Costerman (Nightingale)	W	76	75	75	
Prop	Hunter W/O	Polly Goldman (Haskell School)	W	71	71	70	
Opp	The Hill Academy/HAV	Rebecca Basswood (Sleat)	L	70	74	70	
		Total:	3	378	381	373	
An-Noor Academy TZA			Judge	Won?	Shurafa Thowbaq	Yaseen Zaher	Dania Ali
Side	Debated						
Prop	Haskell School T/O	Dr. Amy Wrigington (Cedar Hill Res)	L	72	76	70	
Opp	BSBW T/O	Anshu Garg (NEST)	L	70	68	71	
Prop	NEST K/S	Max Novak (Berkow)	W	74	76	71	
Prop	Northwood School/CDM	Tierney (Berkow)	W	69	68	75	
Opp	Rachel Carson W/O	Jocelyn (The Hill School)	L	82	77	75	
		Total:	2	368	368	365	
Berkow ABC			Judge	Won?	Shubham Agrawal	Kingsh Birendra	Hessan Chaudhry
Side	Debated						
Prop	Rachel Carson R/L	Jessie Kent (Sleat)	W	79	78	76	
Opp	BSBW T/O	Stephen Fitzpatrick (Haskell School)	L	75	77	75	
Prop	Wilberforce HVC	Ben Cozeman (BSBW)	L	76	77	74	
Opp	Graham School/ABC	Amanda Sawyer (Hired/Unaffiliated)	W	76	76	76	
Opp	Navy G/SK	Anshu Garg (NEST)	L	70	70	69	
		Total:	2	374	380	370	
Berkow BHS			Judge	Won?	Colinne Barr	Noble Har	Halle Schachtel
Side	Debated						
Prop	The Hill School V20	Deven Kinney (Stone Bridge)	L	67	65	68	
Opp	Cedar Hill Prep HCP	Amanda Sawyer (Hired/Unaffiliated)	W	77	76	76	
Prop	Nightingale O/L	Raghu Rajan (Rachel Carson)	L	82	72	75	
Opp	Seaver Walk	Miss Cheppu (Sleat)	L	74	70	72	

You should go ahead and print the results sheet. Normally, each school will want a copy of the cumulative results sheet as well as the other results sheet. See the Tournament Director's Manual for more information about printing and distributing results. Once you are done printing this results sheet, you're done. The main page window will say "All Done!"

## VIII. Standard Operating Procedures

1. Click on initialize workbook in the bottom left corner of the main page to ensure that the program is ready to go for the new tournament
2. Enter the tournament information on the main page (Name, Location, Dates, Number of prelims [4 or 5])
3. Enter a school's team entries on the entries form
4. Enter a school's judges on the judges form
5. Repeat steps 3 & 4 for all the schools in attendance
6. Enter the room names on the rooms worksheet
7. Double check that all teams, judges, and rooms have been entered using the confirmation sheets.
8. Pair Round 1, Print Round 1 Pairings & post around room, Print Round 1 Ballots
- 9. Announce topic for Round 1**
10. Push any ballots for Round 1
11. Pair Round 2, Print Round 2 Pairings & post around room, Print Round 2 Ballots
- 12. Collect Round 1 ballots, once all are in, announce topic for Round 2**
13. Push any ballots for Round 2
14. Collect Round 2 ballots, once all are in, enter results for rounds 1 and 2
15. Save workbook
16. Pair Round 3, Print Round 3 Pairings & Post around room, Print Round 3 Ballots
- 17. Announce Topic for Round 3**
18. Push any ballots for Round 3
19. As Round 3 ballots are collected enter the results
20. Once all ballots are in, save workbook
21. Pair Round 4, Print Round 4 Pairings & Post around room, Print Round 4 Ballots
- 22. Announce Topic for Round 4**
23. Push any ballots for Round 4
24. As Round 4 ballots are collected, enter the results
25. Once all ballots are in, save workbook
26. If running a five Round tournament:
  - a. Pair Round 5, Print Round 5 Pairings & post, Print Round 5 Ballots
  - b. Announce Topic for Round 5**
  - c. Push any ballots for Round 5
  - d. As Round 5 ballots are collected, enter the results
  - e. Once all ballots are in, save workbook
27. Print Top Teams
28. Print Top Speakers
29. Print Result Sheets
30. Start Awards