

TAB DEBATE WORKFLOW TRACKING SHEET - OUTROUNDS

	INSTRUCTIONS FOR PREPARING DEBATE BALLOTS PRIOR TO AN OUTROUND ROUND	Joy Manual	Triple Octo-Finals	Double Octo-Finals	Octo-Finals	Quarter-Finals	Semi-Finals	Finals
1	VERIFY RESULTS FROM PRIOR ROUND Have all the ballots been entered for all prior preliminary and outrounds? Have Steps 11, 12, 13 below been completed for the prior round?							
2	CREATE BREAK TO OUTROUNDS Navigate to the Preliminary Results folder and right-click on the Seedings folder. Choose "Create Seedings." Right-click on Seedings folder again and choose "Seed Bracket."	Page 32 O						
3	CREATE JUDGE PANEL Right-click on the outround and choose "Build Anonymous Panels."	Page 32 O.6						
4	HIDE SEEDINGS Make sure the seedings are not shown by navigating to the Judges folder in the outround and right-click in the right window pane and uncheck "Show Seedings."	Page 32 O.7.a-b						
5	SORT IN AFF CODE ORDER In the "Judges" folder in the outround, right-click in the right hand panel and check "in Aff Code Order."	Page 32 O.7.c						
6	Make room changes for students with special needs	Page 32 O.8						
7	PRINT SPEED BALLOTS	Page 32 O.9						
8	PRINT REGULAR STUDENT BALLOTS	Page 32 O.9						
9	PRINT POSTINGS	Page 32 O.9						
10	Tab Director Performs Quality Control							
	INSTRUCTIONS FOR ENTERING BALLOTS AFTER AN OUTROUND ROUND							
11	ENTER BALLOTS Check and double check that sides are correct.	Page 33 O.11						
12	DOUBLE CHECK RESULTS Check and double check that sides are correct using the student ballots.	Page 33 O.11						
13	TAB DIRECTOR TRIPLE CHECKS RESULTS	Page 33 O.11.c						