

TAB DEBATE WORKFLOW TRACKING SHEET - PRELIMINARY ROUNDS

	INSTRUCTIONS FOR PREPARING DEBATE BALLOTS PRIOR TO A PRELIMINARY ROUND	Joy Manual	1	2	3	4	5	6
1	VERIFY RESULTS FROM PRIOR ROUND If power matching, have Steps 12, 13 and 14 below been complete for the prior round that you will use for power matching? (Skip this step if round is Random)		No prior results					
2	PAIR THE ROUND When power matching, use Hi-Low, Promote - Worst Opposition, Placement - Recalculate and check the box to prevent prior opponents from hitting. For random rounds, use Method - Normal, Side Assignment -Balanced. See Joy manual for additional choices.	Page 22-23 J.2 & J.3						
3	CHECK FOR ERROR MESSAGES	Page 24-25 J.4						
4	PAIRING CHECK: Check Show Seedings or Power Detail to ensure the power matching has created appropriate debates and necessary pull-ups.	Page 25 J.5						
5	BYES: If present, ensure Bye is not assigned to the same team a second time or to any team that won a prior round by a forfeit.	Page 25 J.5.c-d						
6	UNCHECK SHOW SEEDINGS AND RE-ORDER PAIRINGS Re-order pairings using "Random. " If double-flighting LD, re-order pairings first with "Random" then re-order pairings a second time using "Minimize school per room."	Page 25-26 J.5.e, J.6, J.7						
7	Make room changes for students with special needs	Page 26 J.8						
8	Tab Director Performs Quality Control	Page 26 J.9						
9	PRINT SPEED BALLOTS	Page 27 J.10.e						
10	PRINT REGULAR STUDENT BALLOTS	Page 26 J.10						
11	PRINT POSTINGS	Page 27 J.11						
	INSTRUCTIONS FOR ENTERING DEBATE BALLOTS AFTER A PRELIMINARY ROUND							
12	ENTER BALLOTS	Page 28-29 L						
13	DOUBLE CHECK RESULTS	Page 29 L.10						
14	TAB DIRECTOR PERFORMS QUALITY CONTROL	Page 30 L.11						