

TAB SPEECH WORKFLOW TRACKING SHEET -- EVENT:

INSTRUCTIONS FOR PREPARING SPEECH BALLOTS PRIOR TO A PRELIMINARY ROUND	Joy Manual	1	2	3	INSTRUCTIONS FOR PREPARING SPEECH BALLOTS PRIOR TO AN OUTROUND	Joy Manual	Quarters	Semis	Finals
SECTION EVENT Right-click on Round One and choose "Create Sectioning." This sections all preliminary rounds for the event at one time.	Page 20 I.2		X	X	INITIATE OUTROUND For first Outround: go to Preliminary Results and double-click under the number of students to be advanced. For subsequent Outrounds: Right-click on the current outround and choose "Break to Semis" or "Break to Finals."	Page 30 M.1 Page 31 N.2			
ADJUST FOR CROSS ENTRIES Right-click on Round One and choose "Adjust for Cross Entries"	Page 20 I.3		X	X	SECTION OUTROUND Right-click on the Outround and choose Create Sectioning. For "Method" choose "Balance Power" for Quarters and Semis; for Finals choose "Default."	Page 30 M.2 Page 31 N.3			
SECTION CHECK Number of Students in each section (room) should be balanced to within one	Page 20 I.4				SECTION CHECK (including section check for Extemporaneous)	Page 30 M.3 Page 31 N.4			X
Section Check for Extemporaneous	Page 20 I.4.iv				CHECK POWER BALANCE (skip for Finals)	Page 31 M.4, N.5			X
CREATE JUDGE PANEL Right click on the round and select "Build Anonymous Panels"	Page 20 I.5				CREATE JUDGE PANEL Right-click on the Outround and select Build Anonymous Panels	Page 31 M.5 Page 32 N.6			
Make room changes for students with special needs	Page 21 I.6				Make room changes for students with special needs	M.5 N.6			
Tab Director Performs Quality Control	Page 21 I.7				Tab Director confirms qualifiers to each Outround	M.6 N.8			
PRINT BALLOTS	Page 21 I.8				PRINT BALLOTS	M.5 N.6			
PRINT POSTINGS	Page 21 I.9				PRINT POSTINGS	M.5 N.6			
ENTERING BALLOTS AFTER A PRELIMINARY ROUND					ENTERING BALLOTS AFTER AN OUTROUND				
Number of Students in smallest section (room)	Page 27 K.1.a								
ENTER BALLOTS Ensure names on ballot match order of names on screen	Page 27 K.4.b.i				ENTER BALLOTS Ensure names on ballot match order of names on screen	Page 27 K			
DOUBLE CHECK RESULTS Ensure names on ballots match order of names on result check sheet	Page 27 K.5.a.i.I				DOUBLE CHECK RESULTS Ensure names on ballots match order of names on result check sheet	Page 27 K			
Tab Director Performs Quality Control	Page 28 K.6				Tab Director Performs Quality Control and confirms qualifiers to next Outround	M.5,6 N.6, 8			