Welcome to the DI Scoring Program

This document is intended to help you prepare to use the scoring program with a minimum of frustration. As in past years there have been some improvements and changes intended to make scoring a tournament easier. We encourage you to set up the system in advance of your tournament and "play with it". This will help you to identify the changes and make your tournament run more smoothly.

Let's get started.

Information you need to set up your tournament –
- Current edition of the scoring program, loaded onto your computer. You can find the scoring program at http://discoring.texasdi.org. Run the install program and you should see a new folder titled DI Programs (followed by the year) on your C drive. All data from the tournament is saved in this directory tree. You should also have a shortcut to run the program on your Desktop.
- A list of all the teams expected to be in your tournament. You can import your teams into the scoring system from a .CSV file. You need at least the following data elements for each team; Team Challenge name or Letter, Competition level (EL, ML, SL), Team number, Team name, Check in time, Challenge Time, and IC Time. Most spreadsheet tools like Excel or Open Office work well for editing and saving this data as a .CSV file.
- Prior to the tournament date you will need a detailed list of all the appraisers and their assignments for each Challenge.

What do I do first?
1. Load the current scoring system onto your computer. Open the system and move around in the Sample Tournament to get a feel for the data entry screens by Challenge.
2. Get a feel for the number of teams by Challenge from your Tournament Director. If you have multiple rooms by Challenge by Level you will need to follow the instructions on Attachment 1.
3. Save your list of teams into the same folder as you saved the scoring System.
4. Open the Scoring system and in the File menu you should find the Tournament wizard. Click on this to begin building your tournament.

What is the best way to set up the Score Room on tournament day?
1. Based on years of success, one region has documented what has worked well for them. See Attachment II.
2. You can modify any portion of the work flow or job assignments to best suit your team and work area.

What do I have to do to complete the Tournament documentation?
1. As you complete the data entry for both Team and Instant Challenges, you will be asked to provide printed copies of the results to your Tournament Director, each Team Manager, and the Challenge Master. The number of copies requested by the Tournament Director may vary by Tournament so ask in advance.
2. You may also be asked to provide the total tournament results for inclusion in your State or Region web site. You can either export the Tournament results to an Excel report or create an HTML file. Both of these options are available in the File menu of your Tournament.

Where can I go to get any questions answered?
1. When you are registered as the Score Room Master for your Region you are automatically added to an E-mail list discoring@dionline.org through which observations are shared and questions are answered. No question is too simple. You are encouraged to ask the group for assistance when you are stumped.

How to set up multiple Rooms in the same Challenge and competitive level

1. Determine how you are going to label the rooms. Something simple like a, b, c or 1, 2, 3 is good.

2. Based on the competition schedule provide you will need to modify the competition level for the Challenge using multiple rooms. If you have two rooms at the Elementary level and two at the Middle School level you would designate EL-1 & EL-2 and ML-1 & ML-2. These level codes would then be assigned to the teams in the .CSV file to be loaded, based on their room assignment.

3. Next, you must make some changes in the Tournament Wizard. In the screen labeled "Levels", there is a button in the upper right hand column that has a "+" on it. Click once. At the bottom of the screen that comes up are three fields that you can add information into. In the field labeled "Name", add the complete name you are adding (example: Elementary Room 1). In the field labeled "Abbr.", add the abbreviation you will use (example, EL-1). In the field labeled "Level" select the appropriate competition level. Press the "+" button again. You must complete this naming exercise for each multiple room situation you will have in your tournament before loading your teams.

4. Hitting the "Next" button after completing the last added level will take you back to the wizard to complete your set up.

Proposed DI Tournament Structure

- Type Scoring:
    - USS – Detail with Appraisers

- Teams Advancing: Three top place teams plus ties for each Challenge Level advance to Association Tournament

- Scoring Strategy:
    - Team Challenges: Detail Strategy with appraisers
        - Appraisers at site complete individual score sheet & forward to score room with complete folder (log folder out of team challenge site)
            - Timing –
                - Within 20 minutes of team performance,
                - There is no need to hold until first 3 teams have completed with USS scoring.
        - Runner picks up score sheets folder from site for score room (log folder into score room)
        - Score room enters into two different computer & validates (see below) 2nd computer operator– Prints score sheet summary copies for Team, Head Appraiser and Filing.
            - Team and Head Appraiser copies returned to site by runner (Log out of score room)
                - Timing –
                    - Target within 30 minutes for all problems
            - File copy put in folder and filed in score room (Log that it is filed)
        - Computer Score Checking – (Computer Teams – 2 Scoring Teams)
            - Use default program checks for range checking
            - Scoring computers should be networked together
            - Use check scores
                - First computer operator enters scores and initials folder
                - Second computer operator enters scores.
                    - Computer should be set to check scores against First computer (see Preferences->Scoring in Program
                    - Print three copies of the final scores
                    - It's a good idea to occasionally enter the wrong score on the second computer to make sure the check is happening!
                - Compare all scores a final time prior to releasing final scores to Tournament Summary Computer (File->Check Scores)
        - Summarized Tournament Results
            - Checked Scores from Team A and Team B computers will be merged into total tournament results on Summary Computer
    - Instant Challenge: Detail Strategy with appraisers
        - Same strategy as Team Challenge
            - Only print one copy of results for filing. Nothing goes back to the team or appraisers.

Proposed DI Tournament Structure

- Personnel Required: (Best guess to insure success first time- could be too many people)
    - o Score Master-   (1)
    - o Asst. Score Master -Optional   (0)
    - o Paperwork Manger -   (1)
    - o Score Checker   (?)   used to double check Instant Challenge – small
      tournament can be done by computer operators
    - o Computer Operators   (4)
    - o Runners (help with paper work, etc)   (2)   Dependent on location of sites and schedule

- Equipment & Other Required Items:
    - o Computers & printers   (4)
    - o Computers without printers (including one backup)   (1)
    - o Calculators (score room)   (4)
    - o Copy machine (available all day & close)
    - o Score Sheets. **(Use Appraiser Score Sheet,** do not use Master Score Sheet)
    - o **Appraiser Scoring assignments for each challenge and level must be provided to the score room for computer input no later than the evening prior to tournament. Challenge masters also might want annotate the Appraiser Score Sheets they give to their appraisers to show the items to be scored. IT IS KEY THAT APPRIASER SCORING ASSIGNMENTS BE VERIFIED ON THE MORNING OF THE TOURNAMENT.** The computer only allows scores to be entered for the items assigned to each appraiser and having to change appraiser's assignments after starting to enter scores slows the process significantly.

- Changes for Individual Team Challenges
    - o Head Appraiser will control paperwork and maintain log of folder status. Larger tournaments may assign an Appraiser Team Organizer (ATO) to do this.
    - o Challenge Master will have to provide Score Master with Appraiser assignments on Friday night (which items each appraiser will score) and update them by 7:45 am on Tournament day (no shows).
    - o Team Challenge Members cannot be released for day until released by Score Master because all scoring questions must be resolved. Should be within an hour of last paper work being received by the score room.
- Other Items:
    - o File Folders for Challenges will be color coded:
        - ▪ A - Technical   Orange
        - ▪ B - Scientific   Yellow
        - ▪ C – Fine Arts   Blue
        - ▪ D – Improvisational   Red
        - ▪ E – Structural   Green
        - ▪ pO – Outreach   Gray
        - ▪ Rising Stars   White
        - ▪ Instant Challenge   Purple