

TRIEPC – Setting up computer IE tabbing

1. To begin computer speech tabbing with the TRIEPC program, you want to start first by having the program loaded on to a computer. While you can do all events on one computer, it is good to have more than one going to make tabbing go more quickly. However, you must enter all data into one main computer then copy data to other computers. To download the program, go to http://www3.baylor.edu/~Richard_Edwards/TRIEPC_Software.html and have your computer tech load it onto every computer you want to use. Generally, I do three: Impromptu, Extemp, and Legi on one; Expository, MPA, and Oratory on the second; and interps on the last. However, you can do it all on one if need be. I have tabbed many a tournament like this and it is doable. Have the tech put the shortcut on your desktop.
2. Once this is done, double click on the TRIEPC Program. This will open the main menu feature. Once there, pull down the format menu. I always “Format Blank Files for New Tournament” just to make sure there is no lingering data. It will bring up a warning screen to make sure you REALLY want to do this. If yes, type proceed in the box and then format new files. Again it will ask you if you are really sure. Yep, you are so go ahead! The program will close and when you open it again, voilà! Blank tournament!
3. Go to the format drop down again and choose tournament set up options. Then choose “2. Enter tournament name.” At this screen, enter tournament name, location and dates. Don’t change anything else on this screen. This means cursor movement should read moves down, cursor movement with multiple judges should read one judge at a time, and a normal tournament. Do nothing with geographic regions. Then hit yellow button at the top that says “Next setup.”
4. The next screen is important. It can pretty much stay as it is, because we break our own ties with the matrix, EXCEPT:
 - a. MAKE SURE THE BOX ON THE BOTTOM LEFT HAND CORNER ABOUT DROPPING THE WORST PRELIM SCORE IS CHECKED.
 - b. IN THE GREEN AND PURPLE BOX, THE 1ST TWO BOXES NEED TO READ ALL PRELIM RANKS COUNT EVEN THROUGH FINALS, AND YES: RANKS IN ELIMS WILL CUMULATE.
 - c. Then hit the yellow next setup button.
5. On the next screen you need to check the box to read adjust speaker order to facilitate double entry. In the priorities, region balance doesn’t matter, but avoiding same school placement is VERY important. In the green boxes, the first should read “Do whatever necessary to avoid same school placement;” the second should read “take the top x number of participants;” speaker order should read random throughout elims; and the last box should read optimize speaker position in anticipation of double entry. Then hit the next setup button.

6. In Montana, we ignore the next screen because we do our own sweeps, so just hit the green Main menu button and presto! the main menu shows your tournament!
7. Next go to the Entry button and go down the list. Start with time block. Enter your time blocks. Only do speech events. Although you will enter debate events on this main computer for rosters, you won't be using the program to tab these so no need to enter times for them. Don't forget your draw times and am and pm because this will print on your postings. Then hit the main menu button.
8. To the Entry button again and now event entries. This is where you decide the codes you will use for the events. Normally we use DUO, HOI, SOI, OO, EXP, MPA, IMP, EXT, LEG, NPO, VPO, VLD, NLD, and PF. Start with DUO. Type that in the box next to the 1. Then in the next blank, type the whole name. Mark what kind of event it is (all are listed there; if you don't see it, then mark it as a public speaking event, and Legi is Congress). For Duo, it is an interp. **ALSO IN THIS BOX IS THE ALL IMPORTANT IS IT A 2 PERSON EVENT!!!!!! BE CAREFUL HERE.** Enter the number of prelim rounds you have (2 day meets – 5) and the first elim will be an S to signify Sems. Ignore the number of judges; we don't use this to work with speech judges. Then enter the number of the round next to the time block, i.e. 1, 2, 3, 4, 5, S, F. Then you must hit the yellow SAVE button before moving on. For the Debates, you have to enter number all the info. Just enter the same as speech events. Again, you are **ONLY** using this for rosters so it doesn't matter. You can search the events with the blue buttons at the top, so if you make a mistake, you can go back and fix it, just make sure to save each time. When you go back, you will notice the computer enter the judge info, but ignore it. We don't need it. You can delete things entirely too if need be. When done, return to the main menu.
9. Back to the entry menu. Now School Entry. I like to use letters AA, BB, CC, instead of numbers because too many numbers get confusing, but to each their own. But a 2 letter/number code in the code box and the name of the school in school and ignore the region. Enter JV teams as their own code. You can change the school arrangement if you like, but I don't. If you get to the end of the screen and it seems there isn't any more room to enter, hit next entry group button at the top. Return to main menu when done. If later a school drops out, you can go back to this entry group and type DEL in the code box and it will delete the school.
10. I skip over contestant entry for now, and go to the room entry. I will do the contestant entry after the final drop day. On the rooms it is really important that you enter the names of the rooms exactly as they appear on the room, and that you indicate which rooms will be used for which event. **DON'T FORGET ELIMS!!!!** There is nothing more annoying for tabbers than to finally get everything broke and sectioned, and find out your postings have no room numbers! You can do a lot of things here. I generally keep my events in the same rooms through prelims, and then maybe for sems. You can have a room entered

for one event in prelims and another in out rounds. Notice if the room is going to be used only for prelims, you MUST uncheck the Sems and Finals boxes. This is a tedious process, but an important one. MAKE SURE TO SAVE BEFORE MOVING ON. Don't enter debate rooms, but don't forget the draw room. A helpful button is the same as last button that assigns the room just like the previous. Again, uncheck sems and finals if you are not using it. For that matter, uncheck any time you are not using the room. If you need to delete a room, you can search with the blue arrow buttons (I have found the search box doesn't work well). You can also stop scheduling it if need be part way through the tournament. It's cool because the charts on the bottom tell you how many prelim rooms you have scheduled per event. If you hit the orange move V button, it will show you the sems and finals rooms. When done, return to the main menu.

11. When you are ready to enter contestants, go to the entry drop down menu again and choose contestant entry. This is where the fun begins. You MUST look for double entries on registrations!!!!!! You don't want to enter a contestant twice because it will give them 2 different codes – what a pain for the contestant! Start with the school code. Type the code then hit the tab button and it will automatically assign them a number. This is the easiest way. Use the tab key. If the computer freaks out, and it will at times, just return to the main menu and go back into it. Your info will more than likely still be there ☺. Check it though. Here's the important stuff. If a contestant is double entered, put both event codes in the event entries, example HOI SOI. If it is a partner event, pay attention here, ONLY ENTER THE EVENT CODE FOR THE FIRST PERSON!!!!!! If you give them both an event code, you will have 2 teams instead of 1. What a headache! If you enter a partnered event, the cursor will always move to the partner code. If the partner doesn't already have a code, enter the code that will come next. Tab to the next code, enter the letters, hit tab, enter the persons name and it will automatically fill it in. You can then you back for each person and enter other events if they are double entered. If you need more space, return to the main menu and go back in and it will show the last entry and a new screen. If you need to add a person, from a school you entered previously, just start with the letter code and move on. When you go back to the main menu and go back in, they will be with their school again. If you need to delete a contestant, type DEL in the code box and it will ask you if you are sure. Yep or nope. Their number is then the next number that will be put in the rotation. This takes a bit of practice and more often than not, you need an aspirin and a glass of wine when done, but enter this info carefully, double checking. When done, I print registration sheets for people, make them PDFs and send them off to the schools to check. It saves so much time at the table. To print registrations, go to Print, Print Schools, and print a list of all registration sheets or you can choose a school. This is cool because you have the registrations for the envelopes and it is neatly done in 2 seconds. Also, if you print a list of all schools and codes, you will get a list for all the coaches. You can also print a list of entries and drops to make calculating fees a bit easier. PLEASE MAKE SURE BEFORE YOU DO THIS THAT THE COMPUTERS ARE SET UP TO PRINTERS!!!!!!

12. A couple of other things you will want to know. One, NEVER use the card or Congress menus. When all this is done, go to format and backup your data to a flash drive. When you want to import the data to another computer, take your flash drive, plug it in and open the file. It will open it in the new TRIEPC. When you start to tab, only enter data for those events; the other will be there but won't matter.

13. Sectioning:

- a. Never do this until after final registration or you will be doing it over and over and wasting paper.
- b. Choose sectioning, section prelims, enter your event, your round (check this), your maximum number of contestants (usually 8) and then press the blue button. Look for red codes at the bottom of a section. This means there are same school problems. Just rerandomize until you get a good sectioning. Then save and return and keep going. You can view the sectioning afterwards with the yellow button, or you can totally resection if need be. You print it in the print, print sectioning. Enter the event. You need make sure the asterisk double entries is checked and the right round is checked. Then hit the blue button twice and the light orange button twice. The 2 small ones – one goes to the table, one gets cut up and stapled on ballots. Of the 2 big ones, one is for posting; one is for the extemp draw room so the kids can see where they need to go if they are double entered. As a tournament director, you should only have to do the first round. Your assigned tab people will do the rest.

This is the stuff everyone needs to know in order to set up the tab room. To learn how to use the program when you start entering scores, I would be happy to show you during a meet or come to your tournament and help people learn. Due to time constraints though, I had to make a choice on what to present. Feel free as well to send me any questions at lmoliver@mcps.k12.mt.us or call me at 406-360-5295.