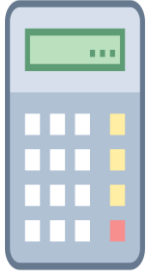


# How to Effectively Manage CDE Tabulations

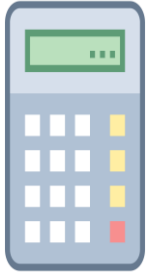
A Guide to Field Day Setup

# Overview



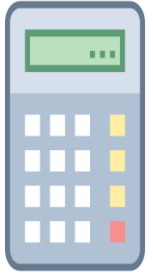
“80%” of tabulations should be done prior to the contest. We will cover:

- ✓ Preparation of the Program
- ✓ Configuration of the program
- ✓ Registration Materials
- ✓ Contest Materials
  
- ✓ Registration



# Program Preparation

# Choose Your Technology



## Keyboard Entry

### ✓ Pros

- Low Tech
- Good for rubrics
- Small contests

### ✓ Cons

- Slow
- High Error Rate

## Barcode Entry

### ✓ Pros

- Medium Tech
- Faster than keyboard
- Low error rate

### ✓ Con

- Slower for high volumes

## Scan (OMR)

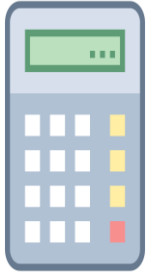
### ✓ Pros

- Fast
- Good for high volume
- Low error rate

### ✓ Cons

- High tech
- Requires learning Remark
- Complex
- Materials must be carefully printed

# Program Generation for Your Event



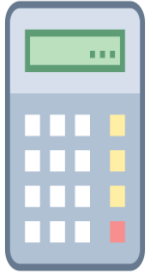
## ✓ Download

- Use the current version.
- Install complete package for fonts (barcode/OMR Scanning).
- Includes documentation

## ✓ Configuring the program in preparation of the event

- Configure the “generic” program
- Consistent look and feel for results - Contest Title
- Standard results
  - Determine which results reports are desired
  - Set-up Batch Results
  - Results Upload

# Program Generation for Your Event



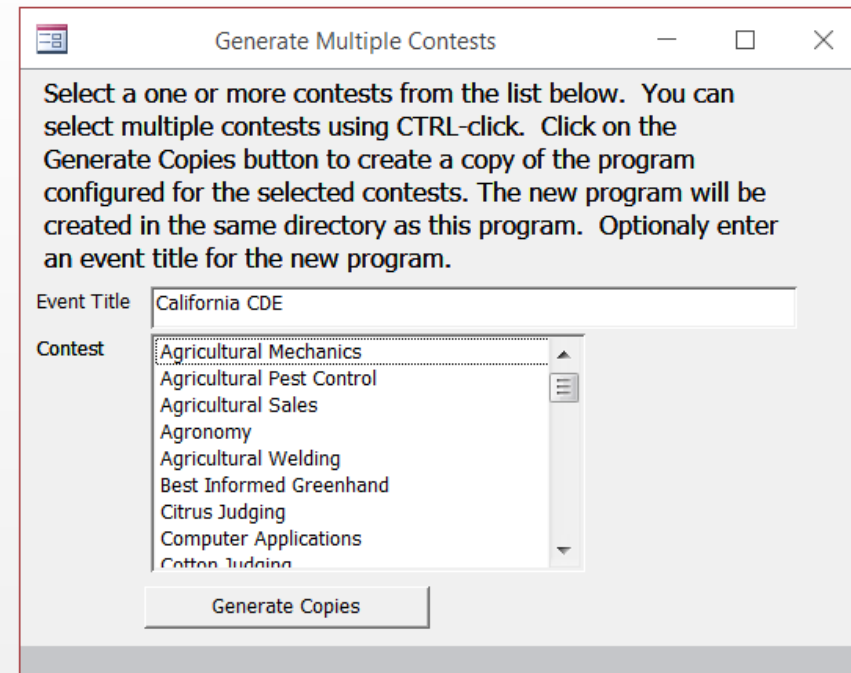
## ✓ Checklist

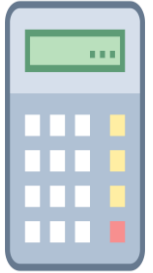
- Modify as desired
- Hint: Save modified check list for next year

## ✓ Generate a copy for each contest

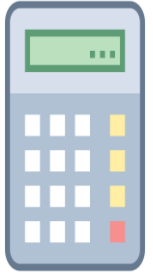
## ✓ Modify each program as needed

- Change classes
- Change multipliers
- Change class type
- Import setup from previous year
- Print Contest Definitions and save.





# Configuration of the Program



# Individual Contest Setup

- ✓ Review the Curricular Code
  - The beginning summarizes the classes and points for each class
- ✓ Making changes to the “stock” version. Use the Setup Wizard.
- ✓ Rotation Groups – Use to organize the contest
- ✓ Class Types – Determine how the data will be treated
  - Normal
  - Normal – Judging
  - Key Scoring (scanning)
- ✓ Multipliers
  - A must check for classed like rubrics and tests
- ✓ Rotation Report – Schedule based on classes



# Contest Titles/Classes



Contest Titles / Classes
— □ ×

Event Title:

Contest Title:

Number of Groups:  Contest Number:

Number of Team Members Scored per Team:

Advisor:  Student Chair:

Comment:

Individual Min Score:  Individual Max Score:  Team Min Score:  Team Max Score:

EventID:  Machine:  ▾

Report Class Number

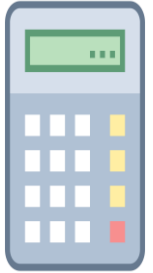
Report Results for Top

Results Report New Page/Team

Class/Sub Contest Title	Multiplier	Tie Breaker	Max Entry*	Min Score	Max Score*	Judging	Type of Class	ID
<input type="text" value="Plant ID"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="100"/>	<input type="checkbox"/>	<input type="text" value="Normal"/> ▾	<input type="text" value="01"/>
<input type="text" value="Animal ID"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="100"/>	<input type="checkbox"/>	<input type="text" value="Normal"/> ▾	<input type="text" value="02"/>
<input type="text" value="Knowledge Test"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="100"/>	<input type="checkbox"/>	<input type="text" value="Normal"/> ▾	<input type="text" value="03"/>
<input type="text" value="Manipulative"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text" value="50"/>	<input type="text" value="1"/>	<input type="text" value="50"/>	<input type="checkbox"/>	<input type="text" value="Normal"/> ▾	<input type="text" value="04"/>

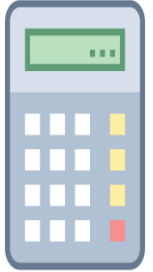
\*Max entered score for judging classes = 432 (placing), actual maxscore=50

Class Type Description ▾

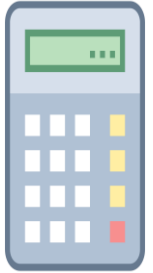


# Contest Registration Materials

# Correct Registration

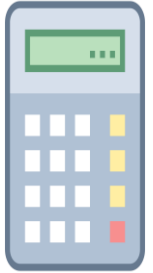


- ✓ Since tabs relies on the proper registration and entry of contestants this step is a key part.
- ✓ Registration is the assignment of contestant numbers



# Registration Materials

- ✓ Registration Cards
  - Choose which format you need.
- ✓ Name Tags
  - Use where you don't hand out packets
  - Group Number Prints
  - A variety of formats
    - 6/Page prints on 1/3 cut paper and can be cut in half
    - Stock Avery name tags
    - Mailing label format
- ✓ Hint: Have contestants complete nametags then use to complete registration cards.



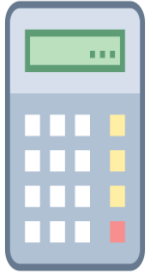
# Contest Materials

- ✓ The importance of pre-numbering
  - Pre-numbered materials prevent confusion in tabulations.
- ✓ The tabs program can print specific materials and generic materials
- ✓ “Blank” contestants are used to label materials with the contestant numbers
- ✓ Barcode/OMR (scanable) fonts required
- ✓ Group number prints

The screenshot shows a software window titled "Create Contest Materials". The window contains the following elements:

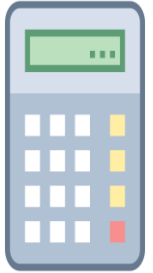
- Instructions:** "Select Class and Format then click on the Print button. Leaving Class blank will print all classes. The filter may be used to print all reasons or all judging cards. See class setup. If contestant names exist they will be printed on the materials. For more information select a format then click on the ? button." A help icon (?) is visible in the top right corner.
- Class:** A dropdown menu.
- Format:** A list box containing the following options:
  - Barcode Beef Feeder Grading Score Cards
  - Barcode Beef Slaughter Grading Score Cards
  - Barcode Judging Score Cards
  - Barcode Keep/Cull Cards
  - Barcode Labels 1/2 sheet
  - Barcode Labels 1/3 sheet
  - Barcode Labels 5160
  - Barcode Materials Label - Landscape
  - Barcode Materials Label Portrait
- SortBy:** A dropdown menu set to "Sort By Group".
- Filter:** A dropdown menu.
- Buttons:** "Print" and "Export to PDF".
- Footer:** "Generate Contestants" button and "Contestants: 8".
- Footnotes:**
  - 1) Materials can be printed from actual contestant information by entering teams.
  - 2) Materials can be printed prior to entering names by Generating Blank Teams. (Name and Team will be blank.)

# Contest Materials



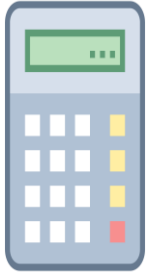
- ✓ Management and control of materials
  - Ideally you always retain materials until used.
  - Missing materials are a problem
- ✓ Print Filters
  - Judging classes only
  - Normal, not judging
  - Sort by group for handouts in rotation
  - Sort by Contestant for “packets”.
- ✓ Using rubric sheets (Vet, Floral, Ag Mech, etc)
  - Materials Labeling
  - Mail Merge

# Data Entry



- ✓ OMR Import
- ✓ Barcode
- ✓ By contestant – Useful for individual scores
- ✓ By class – Use when not sorted by group or you have the entire class
- ✓ By Group – Use with Rotation Groups
- ✓ Missing Scores – Lists only blank entries.
- ✓ Note that only “normal” classes can be entered by hand. Hint: You can change the type at the end to manually enter.

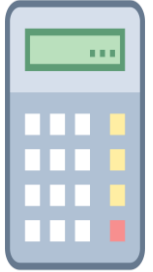
# Quality Assurance



- ✓ Think about where errors can occur
  - Data Entry (typical error rate of 5-20/1000)
  - Rubric Scoring/Grading – Addition errors – Make scoring clear.
  - Transferring scores/Combining Scores
  - Multipliers and Officials
- ✓ Double checking
  - Compare entries to original materials
  - Minimize transfers – saves time and reduces errors
  - Manual Entry – Do as you go along with check sheets
  - Barcode entry – Same as Manual
  - OMR – Scanning error correction

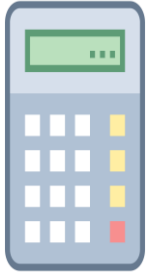


# Quality Assurance



- ✓ Checklist – take the time!
  - Customize
  - Do during the contest
- ✓ Check Tabulations
  - Always review the report
- ✓ Look at results! – “Publish no results before their time”

# Other Features

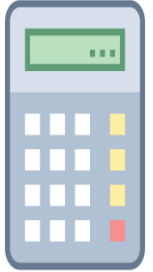


- ✓ Saving configurations for next year
  - Saving the contest definitions is a “best practice”
  - Save the results file for each contest
  - Generate Contest Def Worksheet (Admin)

- ✓ Upload of results
  - Results can be uploaded to the web directly from the tabs program.
  - Code (EventID) is available in the Registration System
  - You set the visible date/time

The screenshot shows a window titled "Upload Results" with a close button (X) in the top right corner. The main content area is titled "Uploading Reports" and contains the following text: "Select one or more reports to be uploaded to the results web site. The Event ID should be common to all contests and is assigned by the administrator. Each report will be uploaded in order. Set report options before running." Below this text is a "Report" section with a list of dropdown menus. The first dropdown is selected and shows "Results Summary with Sub contests". Other options visible are "Individual Results", an empty dropdown, and a dropdown with an asterisk (\*). To the right of the dropdowns is a blue link labeled "Results Web Site". At the bottom of the window, there is a button labeled "Upload Results", a text field for "EventID:", and a larger text field for "Response".

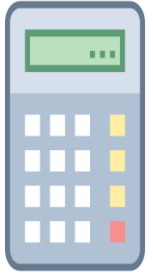
# Other Resources



✓ <http://www.agedweb.org/tabulations>

- Sample Reports
- Scanners/Barcode readers
- Fonts & Templates

# Online Registration – A brief overview



## ✓ Contest Setup

- Limiting Contestants
- Contestant Fees
- Team Fees (based on team size)
- Contestants – No check on membership

## ✓ Reporting

- By field day
- By contest (registration list)

## ✓ Sweepstakes - Spreadsheet

## ✓ Contact Management (email) – contact by contest

## ✓ Accounting

- Post receipts (visible to schools)
- Show outstanding