**A GUIDE TO UNDERSTANDING THE TALK TAB SOFTWARE**

It works like this: Now, for determining each rank, start at step 1 below. If that doesn’t work, go to step 2, and so on down the page. But remember! **Look for the first-place school first**. Determine that and mentally cross them off and start the procedure over looking for second . . . and so on. Don’t look and see a school has two 4’s and automatically give them 4th right off the bat. That could mess you up!

**1. “Majority Of”** Look for first place. If a school has two or more 1’s—they got it. Then, look for 2nd place, and so on. The complicated thing about this is to remember the “or better” part of it. For instance, if you are looking for who placed 3rd, look for which school has not only two or more 3’s, but also 2’s or 1’s. And remember, for some of the places, you can have more than one school have a “majority of” that particular rank (In looking for 2nd place, both 6,2,1 and 2,3,2 are in the running and you would need to apply the steps below).

**2. Cumulative Total** Simply add up the total of the three ranks. Lowest total gets the place. (In looking for second place, School A’s 2,3,3 equals 8 and would beat out School B’s 2,3,4—which equals 9. Or, in the example above, 6,2,1 equals 9 while 2,3,2 equals 7).

**3. Judge’s Preference** If two schools tie on cumulative total, you break the tie by looking at how each judge ranked those two—2 of the 3 will prefer one over the other. Example: School A has 2,3,4; School B has 3,4,2—what do you do? It looks like a tie but it’s not. Judges 1 and 2 both ranked A as the stronger play. Only Judge C thought School B was stronger. Two out of three wins.

**4. Decimal Points** Sometimes, however, more than two schools end up with the same cumulative total. If that happens, a decimal thing kicks in that awards points for the three ranks you received. (1.0 for a 1st, .5 for a 2nd, .33 for a 3rd, .25 for a 4th, .20 for a 5th, .17 for a 6th, .14 for a 7th, and .13 for an 8th.) Each school’s decimals are added. Highest wins. (Three schools have a total of 7. School A with ranks of 1,2,4 gets 1.0+.5+.25=1.75; School B with ranks of 3,1,3 gets .33+1.0+.33=1.66; School C with ranks of 2,3,2 gets .5+.33+.5=1.33. School A gets first place; School B is second.

**5. Unbreakable Tie** On rare occasions, this system results in an unbreakable three-way tie. At levels from zone through region, this would lead to a tie-breaker being determined by the ranks on the Acting Judges ballot. At state, however, we could have co-champions or co-runners-up. And so on.