Using the TTAO Tabulation Tool

YOU DO NOT NEED TO DOWNLOAD – THIS IS AN ONLINE TOOL – PC AND MAC WILL WORK

The UIL thanks the TTAO for their contribution and creation of this tool. Our special thanks to Jerry Ivins, Mark Pickell, Craig Hertel and developer Tim Thomas without whom this tool would not exist.

YOU MUST HAVE INTERNET ACCESS.

TROUBLE SHOOTING TIP: Refresh the page or try a different browser.

Have a printer connected to the computer,

1. Go to the UIL Theatre and Film website and to the Contest Manager section (the link is on your left)
2. Click on the TTAO Web-Based Tabulation System **LINK.**
3. Enter the "Contest Date"
4. Enter the "Contest Site"
5. Enter your name under "Contest Manager"
6. Enter the Conference (1A – 6A)
7. Select the "Contest Level" from the pull down window. NOTE: Changes after Zone may alter the data that is required after that.
8. For Zone: Enter the District Number (1-32) and the Zone Number (1-3)
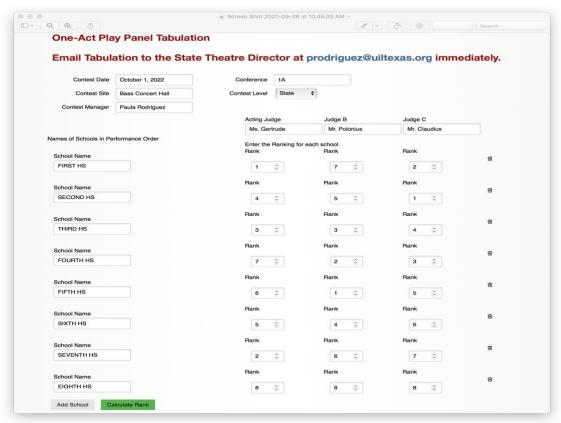   For District: Enter the District Number (1-32)
   For Bi-District: Enter the District Number (Host District) and then the "District Number 2" (Visiting District)
   For Area: Enter the "Area Number" (1-2) and the Region Number (1-4)
   For Regional: Enter the "Region Number" (1-4)
   For State: Nothing is entered as the #6 provides the necessary information

9. In **performance order**, enter the school names in this format "Name of School followed by HS" i.e. Austin HS. The form starts with 3 slots. Enter the first three.
10. Add schools by clicking on the **"Add School"** button. If you add too many blanks, click on the "trashcan" button at the end of the row.
11. Enter the Acting Judges name in the field and then the other two judges. Make sure their actual ballots are clearly marked with an A, B or C.
12. Enter the ranks from each judge's ballot. Have someone read them out to you and then repeat what you have entered.
13. After the ranks are entered, ask each judge to verify the data entered is correct. (SEE EXAMPLE)

14. When you are CERTAIN that the data entered is correct, click on the **"Calculate Rank"** button.

15. A new window will appear with the results. It provides simple to read information. It has provided you with the list of schools in "rank order." It also tells you how the rank was determined (Diagnostic) (SEE EXAMPLE BELOW)

UIL One-Act Play Panel Tabulation

Date: October 1, 2022

Conference: 1A

Contest Site: Bass Concert Hall

Contest Level: State

Contest Manager: Paula Rodriguez

Results

	Place	Ms. Gertrude	Mr. Polonius	Mr. Claudius	Diagnostic
FIRST HS	1	1	7	2	Decimal Points
SECOND HS	2	4	5	1	Decimal Points
THIRD HS	3	3	3	4	Decimal Points
FOURTH HS	4	7	2	3	Majority of or better
FIFTH HS	5	6	1	5	Lowest Total
SIXTH HS	6	5	4	6	Lowest Total
SEVENTH HS	7	2	6	7	Majority of or better
EIGHTH HS	8	8	8	8	Majority of or better

Print

Email Tabulation the State Theatre Director at prodriguez@uiltexas.org immediately.

The system of tie-breaking is based on the Constitution and Contest Rules of the the University Interscholastic League and their property

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16. Print hard copies as needed by clicking on the "Print" button. Make sure you make a copy for your files and for the Academic Director.

17. EMAIL the tabulation report to the state theatre director at prodriguez@uiltexas.org. There is no SEND button. Once that is done, close that page and go back to the webpage where you entered the results.

18. Immediately <u>after awards are announced</u>, the Contest Manager shall provide each director a copy of the TTAO Tabulation Report.

AT THIS POINT YOU ARE FINISHED.