

CG Tabs Program

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A. Introduction:

This program is based in Microsoft Excel and is used for any debating tournament using bracketing, whether it is at the high school or university level. A strong working knowledge of Excel and bracketing is assumed. This program is designed for maximum flexibility and can have up to six rounds. This spreadsheet does NOT incorporate individual speaker scores and a separate spreadsheet must be used. It was based on an Excel spreadsheet that was simply sorted to determine pairings. CG_Tabs builds on this and has automated many features to improve speed, reliability and flexibility.

Note: Microsoft Excel's Security feature may need to be changed to allow "macros" to be executed. If macros are disabled, it will not work!

B. Program Set-up:

1. Entering Team Names

The sheet called "TabSheet" is where school information is entered. In Column B, you enter the names of teams using school names and letters such as "Lower Canada College A", "Lower Canada College B", etc. It is crucial that schools with more than one team only differ by the last letter so that school protection can work properly. In Column C, manually enter the last names of debaters, if desired. Never delete Column C, but it can be hidden. In Column D, you can, if desired, enter a code name that will be used. If using codes, it is this information that is pulled into all rounds. This is the only place where you need to enter codes, team names or debater's names. The information is copied into other parts of the spreadsheet. You can add as many rows as you want (up to a maximum of 104 teams) by selecting the last row and using the fill down function.

You MAY NOT use a forward slash "/" in any team or code name as this will cause problems with other aspects of the program. Also, never delete column A.

Note: For high school nationals, if you wish to use codes such as "Alberta – HK" or "Quebec – CG" you must enter this in the **Codes** column, while in the Team Name column you enter "Alberta-A", "Alberta-B", etc.

2. Entering Judges

Go to sheet called "Judges". Here you will enter the names of all possible judges, starting in row 11. If a judge is available for a particular round, enter "1" in the "Available" column, otherwise enter a "0". You should also rank judges. The maximum rank can be changed to anything you want. The highest ranking is the highest number. All judges with the same ranking are sorted randomly.

You must also specify in the correct cell the last row of the sheet that contains a judge (simply pick a very high number) and then the number of available judges is calculated automatically. If you click on the “Sort Available Judges” button you will see the list of judges recreated beside the current list. If you wish to make changes, do it ONLY with the list on the left. You can resort the judges after you make changes to availability and/or ranks. Sorting the judges does NOT place judges into the rounds.

If desired, you can specify judge’s conflicts. Be sure you have entered the names of all teams and all possible judges, then click the button “Create Judging Matrix”. In the sheet called “JudgesConflicts” you will see the names of all teams (using school team regardless of whether codes are being used) appear down the left, and the names of all judges appear across the top. If a judge is in conflict with a team, enter an “x” in that particular spot in the matrix. A judge can be listed as in conflict with any number of teams.

Once you create the Judges’ Conflicts matrix and enter data, you should NEVER re-run this macro or it will eliminate all information. If you wish you to add new judges (or team names) to this matrix, you must manually enter new judges across the top row using cut and paste and then enter any conflicts. It is highly suggested that you enter all possible names of judges before creating this matrix. All judges listed, whether they show as available or not, are copied in.

3. Parameters in Master Sheet

First of all, as a general rule, you should never change the location of any cells in this sheet. The program looks for certain values in very specific locations.

Manually enter the number of rooms of debates. Then enter all room numbers starting in row 10 (rooms number may be changed from round to round if necessary without any problem). Then enter the path and file name of the file of the Powerpoint template (if you decide to use Powerpoint to present pairings, otherwise ignore this.)

The “Govs” Column is a very important. There is a column that keeps track of how many times a team has been Government (or Proposition). The default of 64 represents Column “BL”, which is the 64th column. If you delete or add any columns in “TabSheet”, you must change this number. This is why it is suggested you hide rather than delete any unused columns.

4. Other Things to Setup:

The program is preset with six rounds that are set up with five judges per room. If you have less than five judges, it is suggested that you hide the extra columns. If you have less than six rounds, you should hide the extra rounds. You will notice extra columns which copy the team name, names of debaters, and codes to be more visible for later rounds. These can also be hidden or deleted. Just be sure you enter the correct number is in the “Govs” column if you delete any columns.

All information (team names, code names, and scores) are also copied into the “Summary Sheet”. This sheet is used only to print of final results. You will never enter data directly in

this sheet, as all data is a direct copy from “TabSheet”. Hide any extra round columns if desired. You should change the header or footer using Page Setup, as this is the sheet you would print and distribute. You may need to use the fill down function to ensure that all teams get copied in.

Important: If there are less than six rounds, you need to edit the formula in Column BF of “TabSheet”. This column averages the speaker scores of all six rounds. You must delete any unused rounds from the formula and copy for all teams using the fill down function. If you fail to do this, it will only mess up the final average in the Summary Sheet. It will not affect the bracketing of any of the rounds.

5. Motions:

The sheet called “Motions” lists all of the debating motions for every round. This info is copied into the Powerpoint presentations automatically when the presentation is created.

C. Creating Random Rounds:

You can have either one or two random rounds. Enter the correct number of random rounds in the “Master Sheet”. If there are two random rounds, then all teams will debate once on each side, will not appear in the same room in both rounds, and will debate two different teams. School (or provincial) protection is guaranteed in all cases, and this is why it is important to ensure the team names are entered accurately.

For the “Debate Same School in Round 2” option, enter a “1” if it would be OK for a team to debate say two different teams from “Hart House” in the two random rounds. If you enter a “0” each team will debate two different schools, provinces or universities as the case may be. You may wish to choose option “1” if there are a small number of teams and/or a small number of different schools or universities.

Use the “Create Random Rounds” button and all random rounds and pairings are created and placed in sheets called “Round1” and “Round2” if used. It is important that you do not add, delete or change the location of any columns in the round sheets. You may, however, edit any room number, or switch pairings or room assignments without trouble. Either the team name or code is copied into the round sheets, depending of which you have decided to use.

D. Assigning Judges and Judging Analysis:

Whenever any round is created, the judges are NOT automatically added. For round one, you should use the option to randomly assign judges. This is judging type “2”. Make sure the correct round is selected, using the desired method, then click “Add Judges”.

The highest ranked judges will be slotted as chairs in random rounds. If you have two random rounds, you can either “cut and paste” the judges from the round one sheet into round two, or you can separately assign judges by running the macro again. (be sure to change the round number.)

Once the judges are assigned, use the macro “Add Judging Analysis”. When this is run, any judge that is in conflict with a team will turn red, and in addition the team (‘Gov’ or ‘Opp’) in conflict is indicated. Note that the conflict matrix will not automatically avoid any conflicts. Instead it identifies conflicts and then alerts the user to possible changes that you will need to make.

In addition, if a judge has seen a particular team before, the conflict is identified in blue. It will tell you which of “Gov” and/or “Opp” the judge has seen and how many times. This is not likely to occur in the second random rounds, but it could. To change a judge from one room to another, USE COPY AND PASTE TO MOVE JUDGES AROUND. It does not matter what the colour is, or if conflicts are identified. Using cut and paste is important as it ensures text is copied exactly. Once you have made changes, run “Judges Analysis” again to see if you are satisfied. When you are done with changes, you should run the “Remove Judging Analysis” and everything returns to black and all extra characters are removed.

The program evens out the number of judges per room as much as possible. It will **not ensure an odd number** so you must do this yourself by moving judges around. If any judges switch rooms after pairings are released, it is important to go back and correct the judges’ assignments so that there is an accurate history of who actually judged each round. This is important to ensure that judging analysis of future rounds is correct.

E: Hiding or Showing Team Codes:

If codes are used, it may be desirable to have the school names temporarily appear in the pairings sheet to allow you to slot judges more easily. Use the “Show Team Codes” macro in the “Master Sheet” to have school names appear in the round sheet. Each entry will now show as “Code name / team name”. This allows you to resolve conflicts more easily. You may run Judging Analysis regardless of whether the team names are hidden or not. Once you have resolved any conflicts, use the “Hide Team Names” BEFORE displaying pairings or creating the Powerpoint presentation.

F. Displaying Pairings with Powerpoint:

This section is optional, but a very convenient way to present pairings. First, you must decide whether you want one room or two rooms to show on one slide and enter this number in the “Master Sheet”. Two template files are included for either one or two rooms, but it is crucial to **use the correct template** based on the number you selected.

Decide if you want judges to show in the pairings presentation. If not, enter 0 in the appropriate cell in “Master Sheet”, otherwise enter the maximum number of judges that appear in any room. This has no affect on judge’s assignments. You may find it is useful not to have judges appear, and have the chief adjudicator work on this after pairings are announced and before the round starts.

You must be very careful about changes you make in the Powerpoint template. You may change anything in the first sheet, but do NOT delete it. You may also change the title in the

third slide, but otherwise do make any changes to the content. Items such as “R”, “Gov” and “Opp” are crucial. You may also change the backgrounds of the slides, or the timing of slide transitions. Do not make any changes in the second slide as the round number is automatically copied in. Finally, you may not delete or add any slides to the Powerpoint templates.

When you run “Create Presentation” all pairings are copied in, one or two rooms per slide, along with animations. The round number and motion are copied in. The latest feature now shows all pairings repeated at the end of the presentation with 15 rooms per slide. After the Powerpoint file is created, it is saved under a different name preserving the original template. At this point, any changes may be made manually to the newly named file.

There is a new macro added called “Create Short Powerpoint Presentation” which ONLY adds the final summary of pairings, 15 per slide, and does not use the slides that animate and present one or two rooms at a time. You may wish to use this to save time; it does matter which template you use.

Should you not wish to use Powerpoint at all to present pairings, the round sheet may be projected or printed, but be sure to hide the room rank and win-loss of the teams!

G. Entering Results:

You need to enter a ‘1’ in the “W/L” column if the team won the round. Do not enter any other number. Also enter the judge’s scores under J1, J2, etc. You enter the total team score and not individual scores. All formulas are already set up to calculate round averages as well as total number of wins and average scores. You might wish to add a cell to calculate the sum of the W/L column to ensure that it equals the number of rounds. This helps with error checking. You do not enter any data in the Summary Sheet as it is copied automatically.

H. Creating Bracketed Rounds:

After you have entered all team results, you need to sort the data using the macro in “Master Sheet”. Make sure you sort up to the correct round by entering the number in “Master Sheet”. Teams are sorted first in descending order by wins, then by speaker points. There may be an odd case where teams are tied and you should look for this. If you scroll all the way to right in “TabSheet”, you will find (after the Govs column) the results sorted up to and including each round, and then a column called “Pairings” where you enter the information about who debates who. This is the information you need to bracket each round. Even if you run two random rounds, do NOT delete the columns that rank teams up to round one or else all formulas will be wrong.

You manually pair all match-ups yourself by examining the sorted data. The top ranked room is coded by placing the letter “a” beside the two teams who are to debate each other. The “a” goes in the “Pairings” column. Follow this with the letter “b”, “c” in order from highest ranked teams to lowest. There is no error checking, so if you make a mistake it will crash when you run the macro. Once you reach room 26, restart using capital letters “A”, “B”, etc. The limit is 52 rooms or 104 teams. The user makes all decisions, and will need to manually determine pull-ups. You have full flexibility to make any pairings you want.

If there are not going to be any pull-ups, the “QuickTab” macro will fill in all letters automatically, and from there you can make any adjustments. If there are pull-ups, running this macro will result in an error message. **You must sort teams before using “Quick-Tab”.**

The program determines Government or Opposition based on which team has had fewer Governments, and in the case of a tie, flips a coin. No consideration is given as to how long it has been since a team has been Government. The “Govs” provides this information handily so you can pair accordingly. When pairing, you will know that whichever team had had fewer Government assignment will automatically take that position in the next round.

Next, you may wish to run the macro “Check Match-ups Before Creating Round”. You should have the upcoming round paired in “TabSheet”, but you must not have created the round yet. This macro will create a matrix in the sheet called “OpponentMatrix” which lists every team (and code if applicable) and then lists the opponents from each previous rounds, as well as the match-ups that have been coded for the upcoming round. Any repeat match-ups appear bolded in red, while any school on school match-ups appear bolded in blue. A combination of the two appears in green (although this would be a rare case). You can then decide whether or not to change any pairings, and then you can rerun this macro until you are satisfied with the pairings.

The above macro is totally optional. In any case, once you have determined your match-ups for the next bracketed round, then run the “Create Round” marco. Ensure that the correct round number appears in the “Master Sheet”. You enter the number of the round you wish to create. Note that the number will be automatically updated after running the macro to create the Powerpoint presentation so it should already be correct.

The pairings will appear in the appropriate round sheet. The Government and Opposition is determined, and all rooms are shuffled randomly. The room numbers appear in the order that they are listed in the Master Sheet. In addition, the room rank (as determined by you) appears, and in addition the numbers of wins each team has appears. It will be clear which rooms involve pull-ups also. This information helps you assign judges.

You can change any information you want, but be sure not to delete any columns. If you make a change as to who is Government or Opposition in a particular room this is fine, however, the changes will not immediately be reflected in the ‘Govs’ column, but will be recalculated when the next round is run. Also, use cut and paste instead of re-typing as any mistake can cause problems that you will never find! If you wish to project the round sheet onto a screen, hide the room rank and wins column, but DO NOT DELETE them.

If you decide you made a mistake, you can change pairings and re-run the “Create Round” macro without problems. However, you will need to re-assign judges from scratch if you had already done so.

I. Adding Judges to Bracketed Rounds:

At this point, you can add judges in the same way you did for random rounds, although you will not use the random assignments. For earlier bracketed rounds, you may want to use “judging type 1” to “spread out” the judges. The top judges will be spread out as chairs across all rooms. So, if you have 12 rooms the top 12 ranked judges will chair all rooms in the rank order of the rooms. Any judges with the same ranking are randomly sorted.

For later rounds, you may want to use “judging type 2” which stacks the top judges across the top rooms. The program determines the maximum number of judges needed, and will for example put the top three judges in the top room, the next three in the second ranked room, etc.

Once again, remember that there is no attempt to put odd numbers of judges, and you will want to move judges around to correct this. The judging analysis macros become crucial for later rounds. Once again, conflicts show in red and these will need to be corrected. More judges will now show as repeat judges, and if a judge has seen both teams already this will be indicated. If a judge has seen a team twice, this will show also. Use cut and paste to move judges around, and then re-run the judges analysis. When you are satisfied, run the “Remove Judging Analysis”. It might be ideal to project the round sheet onto a screen to show judges’ assignments, but remember to remove hide the rank and record columns.

If you determine all of the judge’s match-ups before announcing pairings, you can have the judges appear automatically in the Powerpoint presentation if you wish. On the “Master Sheet”, specify the maximum number of judges per room, and the judges will be copied into the Powerpoint with its own special effects.

Alternatively, some find it easier to announce pairings, and while teams are preparing the judges pairings are completed and then announced.

J – At the end of all bracketed rounds:

When all preliminary rounds are complete, sort the rounds again using the sorting macro to determine break order and/or final standings. Be careful to notice any ties. At this point, you may enter the team ranks manually in column A of “Tabsheet” – it will be copied into “Summary Sheet”. Use the “Summary Sheet” to print any final results. The win/loss and average score of each round, as well as the total number of wins and score, are printed. This page should be easily scaled to fit on one piece of paper.

You may chose to manually move rows and enter ranks to reflect the results of break rounds. This is not a problem, and you can change any row manually **by cut and pasting entire rows in the “Tabsheet”**. However, some data may now be messed up in Summary Sheet, so you may need to use the fill down function to correct this.

K – Other Information:

1 – Short Cuts:

There are several hot keys which allow you to jump easily from sheet to sheet:

- Control – M jumps to the “Master Sheet”
- Control – T jumps to the “TabSheet”
- Control – J jumps to the “Judges” Sheet
- Control – R jumps to the current round (using the number in “Master Sheet”)
- Control – K jumps to the “OpponentMatrix” Sheet

2 - Other Tidbits:

After each round is created, the various places where round numbers appear are incremented automatically. Note that when a bracketed round is created, the round number cell is NOT updated, but is instead updated after creating the Powerpoint. On occasion, I have had various macros crash, and in all cases it has been incorrect information about the round entered in the create round cell, the round number to show or hide team names, the round to add judges to, the round to sort up to, the round to add or remove judging analysis to, etc. These numbers are often updated, so if you ever manually change them just be careful you do so correctly.

3 - Version History:

Version 3.0 (August, 2007)

- added analysis of previous opponents to find repeat matches or school protection.
- corrected a bug which did not properly ensure teams switched rooms in two random rounds.
- added an option to have two rooms per slide on a Powerpoint presentation.
- added slides at the end of the Powerpoint presentation which copied in the tab again with 15 rooms per slide.
- added feature to ONLY show the summary of pairing with 15 rooms per slide.

Versions 2.2 to 2.4 (Summer - Fall, 2006)

- added macros and fixed bugs along the way to include creating two random rounds, quick-tab macro for no pull-ups, added judging analysis, judges conflict matrix, and show or hide team names when using codes.

Version 2.0 (January, 2006)

- used for the first time at the 2006 High School National Championships in Montreal.
- added macros to do manually pair and randomly distribute bracketed rounds, assign judges, and create Powerpoint presentations.

Version 1.0 (September, 2001)

- a simple spreadsheet with no macros, which was sorted manually to determine pairings, upon which all macros were added to.

Credits

- some sections of code based on the original Drawmaker, 1994 (Chris George)
- some ideas, pieces of code, and inspiration from Aaron Cragie’s “CragieTab”
- thanks to Kozo Ota for his testing and feedback