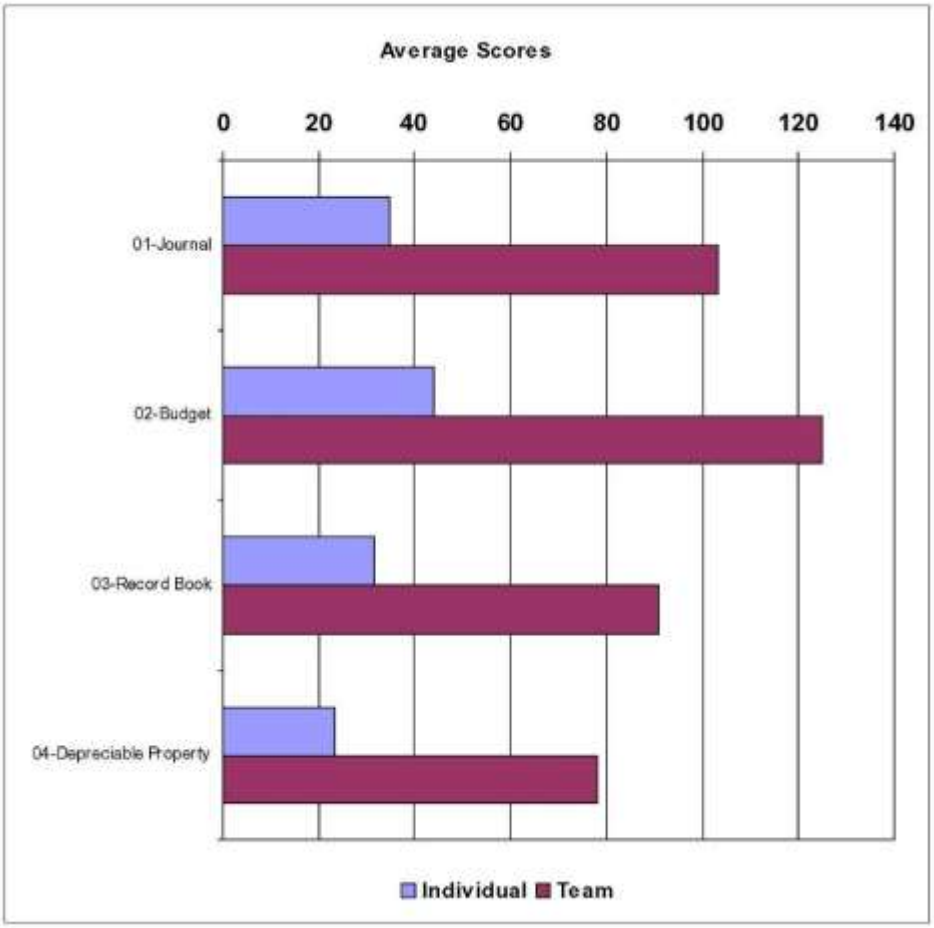
# California
# Career Development Event
# Tabulations Program
# Version 2.10




1/16/2017

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# About This Program

This tabulation program was developed with initial funding from the California Agricultural Teacher's Association (CATA) and the California FFA. The program is based on programs developed in MS-Access by Michael Spiess for California State University, Fresno. Bar code features were modeled after MS-DOS programs originally developed by Richard Meade (CSU, Chico). Current programming and support is provided by Michael Spiess (mspiess@csuchico.edu) at CSU, Chico.

MS-Access is required to run the program. This copyrighted program is designed for the use of California Career Development Events and may be used free of charge by any institution hosting a CDE event. Programs are designed to comply with the official CATA rules (at the time of their development). Additional features are available for 4H and Collegiate Judging events.

This highly configurable program is designed to be flexible enough to tabulate most CDE events. Features for data entry, materials printing (score sheets), and results are rich with options to accommodate the practices of most institutions. However one size rarely fits all! Institutions adopting these programs are strongly urged to evaluate the program before adoption. The Access program contains all the code and data. When tabulations are complete all the contest data will be contained in the Access file.

### Features

- ❑ Contest and Class titles are user defined.
- ❑ Up to 24 classes can be defined.
- ❑ Classes for Hormel, reasons, and scores up to 9999 are supported. Hormel scoring is automatic.
- ❑ Classes can be configured to automatically multiply a raw score for proper weighting of the class.
- ❑ Classes can be hidden before or during a contest if they will not be used or need to be dropped from results.
- ❑ Classes can be grouped in any combination for the purpose of computing sub contest awards.
- ❑ Data entry by keyboard and/or bar coded form (uses a light pen). Keyboard entry by class, class/group, contestant, and missing scores only are supported.
- ❑ Data can be imported from sources such as test scoring machines and scanners. Printable OMR forms are provided for many contests.
- ❑ Key Scoring is an option that allows entry of answer keys to score forms imported from a file.
- ❑ Template files are provided for all OMR form for use with the Remark software.
- ❑ Teams can be any size, team scores are computed from the designated number of high individuals (ex. Top 3 of 4 or top 5 of 5).
- ❑ Teams and individuals can be grouped for the purpose of computing separate results.
- ❑ Contestants can be grouped for rotations and data entry automatically or manually. Teams can be grouped for separate results reporting (within a single contest). Contestants can be grouped (e.g. age groups) for separate results reporting.
- ❑ Contest materials can be printed on your forms (ex. score sheet, Scantron) or as bar coded cards (ex. judging cards)
- ❑ Name tags, judge's sheets, and other support materials can be printed including randomized reasons orders and contestant lists.
- ❑ Contestants can be imported from external systems such as the CalAgEd Online Registration system. In California a direct download from the Registration System is used.

- Double checking can be practiced by printing double check sheets during data entry or by comparing the data entry of two separate computers. A check tabulations report is provided to check for missing and out of range scores.
- Tabulations can be checked to insure that classes, individual totals, and team totals fall within a predetermined range.
- Results can be printed at any time. Results can be printed continuously, one page per team, or one page per contestant. Summary results can print scores or just show placing.
- Official placing and cuts can be entered at any time before printing final results.
- Raw tabulations and status reports to aid score checking can be printed or viewed.
- Built-in quality assurance checklists aid users in the tabulations process.

## Scoring

The Tabulations program can calculate the score the following special classes based on a key or official entry.

| Class Type | Entry | Entry Method | Comments |
|---|---|---|---|
| Hormel Placing | Enter placing (first three animals) | Keyboard, barcode, or import | Classes of 4 animals, vegetables, seeds, etc. are placed. |
| Keep/Cull | 4 animals are entered | Barcode* / OMR** | Multiple Classes are allowed. |
| Beef Feeder Grading | Grades for 5 animals are entered | Barcode* / OMR** | Multiple Classes are allowed. |
| Beef Slaughter Grading | Grades for 5 animals are entered | Barcode* / OMR** | Multiple Classes are allowed. |
| Swine Grading | Grades for 5 animals are entered | Barcode* / OMR** | Multiple Classes are allowed. |
| Questions | The answers for up to 10 questions are entered | Barcode* / OMR** | Answers may be letters or numbers. Options exist for 1-4, A-E, and A-F |
| Meat Cut ID | Up to 30 cuts are supported | OMR** | |
| Meat Quality Grading | 5 carcasses are graded | OMR** | Multiple Classes are allowed. |
| Meat Yield Grading | 5 carcasses are graded | OMR** | Multiple Classes are allowed. |
| Milk | 5 samples are entered | Barcode* / OMR** | 1-4 classes. |
| Poultry Carcass Grading | 10 carcasses | OMR** | Multiple Classes are allowed. |
| Poultry Interior Egg Grading | 10 eggs | OMR** | Multiple Classes are allowed. |
| Poultry External Egg Grading | 15 eggs | OMR** | Multiple Classes are allowed. |
| Land Judging | See California score sheet | OMR** | Four classes are supported. |

*The barcode entry form will accept entry from the keyboard and can be used without a barcode scanner by entering the contestant ID (7 digits).
**OMR – Optical Mark Recognition. Designed to use with Remark and OMR forms, but can be used with any system that can create a file in the correct format.

## Supported Contests

| ID | Contest | Note: |
|---|---|---|
| 01 | Agricultural Mechanics | |
| 02 | Agricultural Pest Control | |
| 03 | Agricultural Sales | Team Activity |
| 05 | Agronomy | |
| 06 | Best Informed Greenhand | |
| 07 | Citrus Judging | |
| 08 | Computer Applications | |
| 09 | Cotton Judging | |
| 11 | Dairy Cattle Judging | |
| 13 | Farm Business Management | |
| 14 | Farm Power & Machinery | |
| 15 | AET Farm Record Book | |
| 16 | Floriculture | |
| 17 | Forestry | Team Compass & Tape |
| 18 | Fruit Tree Judging | |
| 19 | Fruit Tree Pruning | |
| 20 | Grapevine Judging | |
| 21 | Grapevine Pruning | |
| 23 | Soil and Land Evaluation | |
| 24 | Light Horse Judging | |
| 25 | Livestock Judging | |
| 26 | Marketing Plan | Team Score Only |
| 27 | Meat Judging | |
| 28 | Milk Quality and Dairy Foods | |
| 29 | Natural Resources | Team Activity |
| 31 | Food Science and Technology | Team Activity |
| 32 | Nursery/Landscape | |
| 34 | Poultry Judging | Team Activity |
| 35 | Community College Livestock Judging | |
| 37 | Small Engines | Team Activity |
| 38 | Veterinary Science | |
| 39 | Vegetable Crops | |
| 40 | Marketing | |
| 41 | Butte Farm Power & Machinery | |
| 43 | Agricultural Welding | |
| 44 | Chico Marketing | |
| 46 | Butte Agricultural Welding | |
| 70 | Alberta Provincial Judging | |
| 80 | Florida HS Livestock | |

## Program Requirements

This version of the program requires Microsoft Access. Access 2007 and newer may be used.

Note the program menus will be found under “Add-Ins”.

Since many features of Access can be loaded separately users are encouraged to load all of Access or test the program on the computer that will be used to tabulate the event.

A free Access runtime is available from Microsoft (see web site). This has been successfully used to run the program.

Note: Access is not available for computers running iOS.

# Quick Start Guide – Read This First

If you are new to the program read this section FIRST. In this section

## Installing

The program is downloaded in a compressed format. To install run the setup.exe program. The program will be installed and added to the Windows start menu. Fonts that support bar codes and OMR characters will be installed along with this manual. Intuitional users may need to have a technician provide administrative access to their computer in order to load the program.

### Macro Warning – It is all about Trust

This program contains Visual Basic code (Marcos) and you must allow them to run for the program to function. Different versions of Access as well as different "trust" and "security" settings affect the running of macros. Be sure to enable macros when running the program. If the custom menus do not appear then the macros are not running. In Access 2007/2010, see the Trust Center settings under the Access options.

## Making the Program Work for You

The purpose of tabulations is to generate reports for awards. Many variations exist in the program that control how results can be reported. Configuration of the program can be divided into two tasks:

- Setup of the classes (individual part of the CDE such as a test, judging class, etc.)
- Setup and entry of contestants.

Class setup (number and type) is automatic when using the pre-configured contests (see Configuring below). For some pre-configured contests the class titles will need to be edited since they are unique to a specific event. Reporting of results by class or group of classes is controlled by "sub-contest" grouping.

Grouping of contestants will allow variations in results reporting and can be the key to the results you want. Contestants can be grouped by team or by contestant.

Both setup tasks can be performed using the set-up wizard (see Configuring below). Additional information can be found under Results Reports describing how grouping can be used to generate the desired results.

A number of checklists are provided at the end of this manual to aid you in preparing for tabulations.

## Terms

The following terms are used throughout this document:

| | |
|---|---|
| Class | A set of scores. A sub-contest area of a contest. This term is used generically to describe a category of scores regardless of wither the sub-contest area refers to a judging class. Classes are labeled 01-24. |
| Judging Class | A class where the contestant places four items in the "class". Scoring is done using the Hormel system. This is sometimes referred to as a placing class and Judging Class is used to refer to both the placing class and associated reasons class. |
| Rotation Group | Composed of a group of contestants that rotate together through the contest. Groups can be assigned automatically or manually to contestants. |
| Team Group | A group of teams used for making separate awards to each group. |
| Contestant Group | A group of contestants (other than a team or rotation group) used for making separate individual awards. |
| Sub-Contest | A grouping of one or more classes for purposes of awarding. Used for contestants and teams. |
| School / Team | These two terms are used interchangeably to describe a group of contestants for which a combined score is reported. |
| OMR | Optical Mark Recognition. A technology that uses a scanner to read and record forms. |

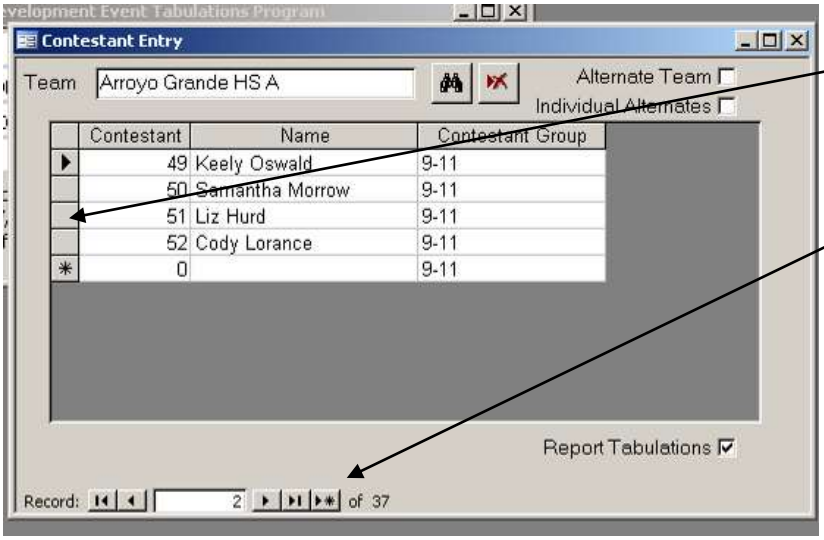
## Microsoft Access

The Tabulations program was developed in Access partly because it is an open system that will allow users some control of the application. Access uses common Windows conventions (like the menu) however some controls may be unfamiliar to users. Commonly used controls and keys are described below.

*Although the program is for the most part unprotected, users are STRONGLY advised not to alter existing forms, tables, queries, and reports. Altering the existing database may have unintended results and effect tabulations. Advanced Access users can copy a report and alter it if needed for a special application.*

## Using Access Forms

MS-Access forms use a number of common controls for navigation. They are used throughout the program.




Records can be deleted by selecting the record and pressing the Delete key. The cursor can be moved to the next entry field by pressing Tab or Enter (useful when using the number key for data entry). In some cases the mouse must be used to enter a field (example the group field in the score entry screens).

Data is automatically saved when the cursor is moved away from the field. Use the ESC key to abort an entry of a record. This is useful if you make can entry that generates and error (ex. duplicate Contestant Number).

Data in a form can be sorted, searched, or filtered by right clicking in the field. For example in the above screen you can sort the Teams alphabetically by right clicking on the team field then choosing “sort ascending”.

## Microsoft Access Tools

Access provides a number of useful tools which can be helpful for managing the database and extracting data.

- In the case of database corruption (uncommon) or simply to compact (make the file smaller) the database file use the option Tools | Database Utilities | Compact and Repair Database.
- The Office Links tool (Tools | Office Links) allows data from a form or report to be exported to Word or Excel.
- Tables and Queries in the database can be used as data sources for mail merging. This can be used for printing custom contest materials, making custom contestant lists, etc.

## Multi-user Considerations

These programs were not specifically designed for multi-user use. However the database supports record locking and for contests with large numbers of contestants and classes (ex. livestock) using multiple computers to tabulate the same contest can be considered. NOTE: This is not the same as Red/Blue tabulations where two computers are used to complete SEPARATE tabulations. Users should be aware that if two users change the same record, the data will reflect the last person to save. This may cause some confusion which can be avoided by separating registration and tabulations materials.

Generally, multiple users are not needed to keep pace with data entry. A typical livestock contest with 9 placing classes and 6 reasons classes and 200 contestants can be tabulated on a single computer. Contestant entry may take a couple of rotations to complete, but tabulations will commonly be caught up by the forth rotation.

### Setup of a shared database

Place the database on a server or in a shared folder. Open the database (same file) on both computers. For reasonable performance the computers must be connected on the same LAN.

### Splitting the database

For better performance Access 2007 has an option to separate the data from the program. A wizard is used to create two files from the single program/database. For more information see:
http://office.microsoft.com/en-us/access/HA102400961033.aspx
Once split the data file is placed on a server and the program is placed on each machine doing tabulations. IMPORTANT: The database has all configuration information and is unique to a contest.

## Tabulating Multiple Contests on One Computer

Two or more contests can be tabulated on a single computer provided that they are small contests. The program has built in safeguards to prevent entry of bar coded materials into the wrong program. The contest number and contestant number must match in order for a bar coded card to be accepted. If running two identical contests (ex. A and B or advanced and novice) it is a good practice to number the contestants using different number sequences (ex. 1-100 and 101-200) to insure scores are not entered into the wrong contest. Another option for running two identical contests is to use one program and separate results using team groups. If scores are entered by hand then contestant numbers sequences must be used to prevent entry into the wrong program.

# Tabulations Best Practices

Tabulations best practices insure that tabulations are done correctly, that tabulations run smoothly, and are completed in a timely manner. Tabulations vary widely by practice, contest, and technology, but these practices will apply to most events.

- ❑ Prepare contest materials with contestant numbers and class identifiers. This practice helps insure that no duplicates can occur as can be the case when contestants hand write on the materials. For common forms like Scantron or judging cards that may be mixed up with other classes or contests it helps to clearly label the materials so they cannot be mixed up and accidentally tabulated incorrectly.
- ❑ Tabulations personnel should be trained. This does not mean that every person needs to be trained, but rather at some of the personnel should have tabulated before either in a practice or actual contest setting. Aside from the obvious issues like making mistakes, untrained personnel can slow the process simply because they are unfamiliar with the process. A person(s) should be designated to troubleshoot issues that may arise during the process (these may be procedural or technical).
- ❑ Have redundant technology. Planning ahead for technology failure will allow tabulations to continue if a key component in your system fails. For example if you have one Scantron reader, how will you cope if it fails? In events with multiple contests redundancy is often built in if you use multiple computer systems.
- ❑ Register contestants correctly. Use a system that clearly identifies the contestant, their number, and the team to which they belong. Decide ahead of time how alternates will be registered (and identified) and tabulated. If second teams are allowed determine how they will be tabulated and if they are eligible for awards. Double check the registration before beginning tabulations.
- ❑ Control contest materials. In many contests it is possible to hand out the materials to the contestants with each rotation. This practice prevents contestants from using the wrong form (ex. judging classes). Tracking of missing scores is also aided when you have a blank form in hand as opposed to wondering if you lost the form. Gather and sort all contest materials by class as the contest progresses so tabulations questions can be easily answered.
- ❑ Control “official” materials. Test keys and judges placing are critical to the scoring of the contest. These should be clearly marked closely controlled during the tabulations process. Determine who will be in charge of providing these materials before the contest begins.
- ❑ Double check all scores. Errors are made even with the most automated of systems. A double check system help insure that the data entry is correct.
- ❑ Monitor the status of the tabulations as the contest progresses. For example a missing rotation in a class is easily detected by comparing the number of scores received for each class. Detecting this early can save time in the long run (as was the case when a judge drove off with a pocketful of score cards).
- ❑ Review the tabulations. Tabulations should always be reviewed by a person knowledgeable with the contest. Common errors are mistakes in the “official placing & cuts”, incorrect multipliers for a class, and bad test keys. A knowledgeable person will often identify these issues by reviewing the results for classes with low scores, strong teams placing poorly, or individual and teams scores out of the common range.

- ❑ Maintain a notebook with instructions and issues in each contest. Update this document after each contest so you will know what to do the following year. Collect sample contest materials in the notebook.

# Organizing Field Days – The Big Picture

Field Days consist of multiple simultaneous contests that may happen at multiple venues. Typically a centralized results area is used. Some suggestions are:

- Keep tabulations near the contest area. This helps minimize lost materials and transit times. Having tabs local also allows for local troubleshooting if there is a problem (the contest site is close at hand). However group tabulations when possible to allow tabulations personnel to help each other.
- Organize group training for the tabulations program. Be sure to cover quality assurance (Contest Checklist).
- Consider centralized setup of tabs program for each contest. This will help insure that each file is correctly configured.
- All the tabulations data is keep in a single file. Setup at central repository for tabulations files. This can be a local network or Internet based (like Dropbox). When contest tabulations are complete simply copy the file to the central location. Results people can then double check and print the desired results.
- Track contest progress and be prepared to apply additional resources to contests that need them. This may mean simply more help or an "expert" to troubleshoot.
- Allow sufficient time between the ending of the contest and the awards. Generally a half-hour from when the last data is entered to double check results. If problems are found then you will need time to fix. Rushing final tabulations causes mistakes. Setup and enforce a quality assurance system.

## Tools for Field Days

There are number of tools built in to the tabulations program to aid in setup of field days.

### Generate Multiple Contests

Before generating you should complete the following so each contest has consistent reporting and results:

- Set the Event Title or enter on the screen.
- Set Reports in Batch Print Contest Materials (these are not class specific) to the materials you will use in the contest.
- Set the Results Options (Results|Set Results Report Options).
- Set reports in the Batch Print Results (Results|Batch Print Results).

- Set report in Upload Results and enter Code is using this feature.
- Customize the Contest Checklist (Tabulations|Contest Checklist). Review the checklist and make any adjustments to the instructions. Each contest will be prompted to print report.

### Generate Contest Def Worksheets

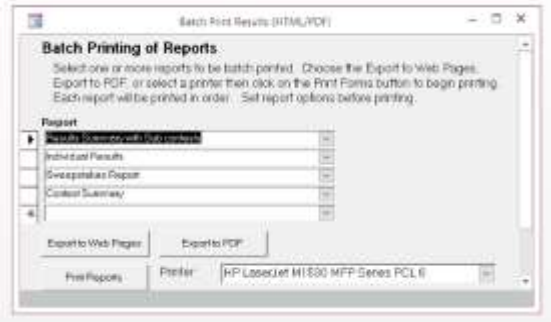
This routine allows you to select multiple tabulation programs and creates PDF reports of the contest definitions. You may wish to run it after generating the contests to use as a worksheet or on a prior year to document your actual setup.

### Batch Print Contest Materials

This option allows you to print contest materials that are not class specific such as registration cards, name tags, officials, etc. that you want every contest to use.

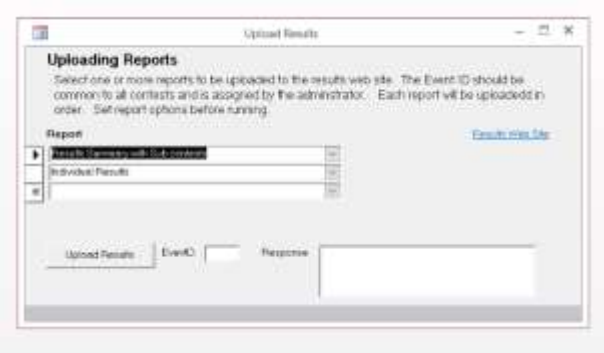
### Batch Print Results

Prints multiple results reports to a printer or PDF documents. Useful in printing consistent reports for the entire event. Hint: If you auromatically want two copies you can list a report twice.




### Upload Results

Results can be uploaded to the web site http://www.agedweb.org/Results. You will need a code for your event. Reports are saved as PDF files then uploaded to the the web site.




## Contest Specific Setup

Once you have made copies of the program for each contest you must do the following for each contest. See Configuring for a description of how to make these changes.

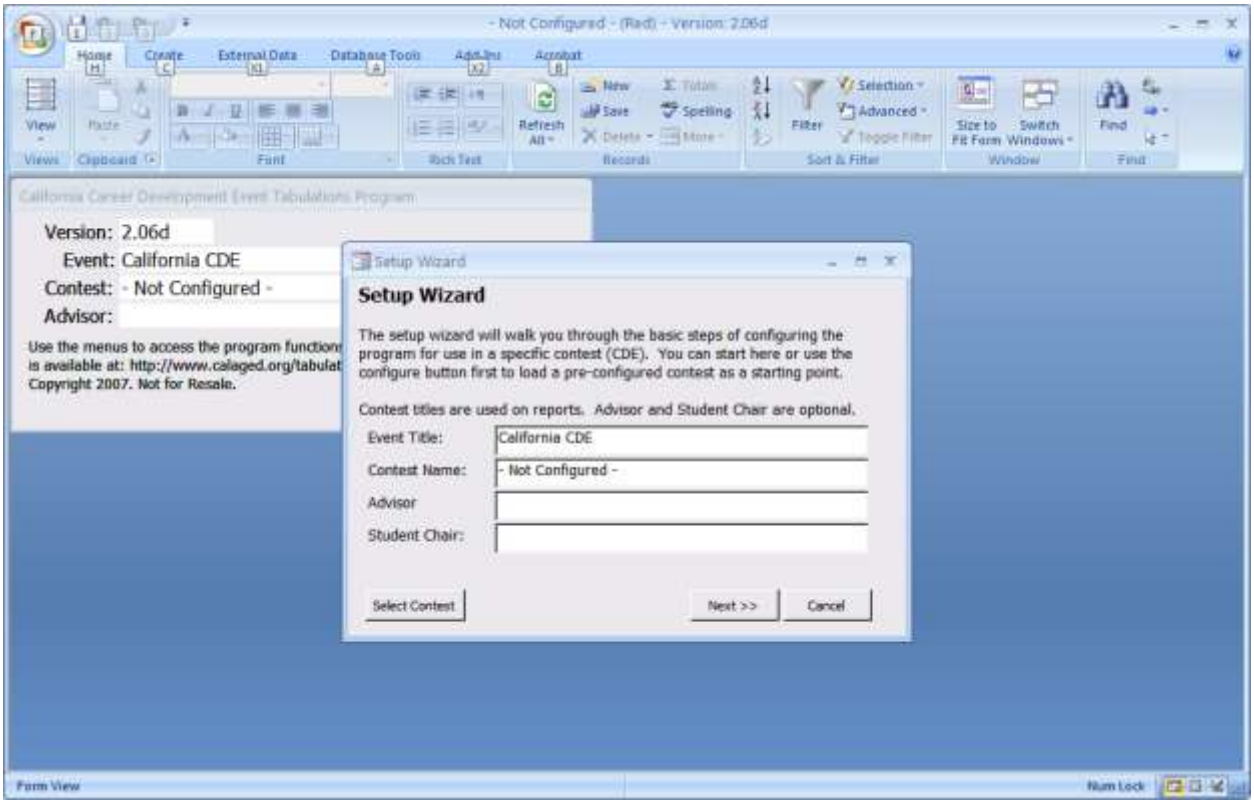
- ❑ Check the class names. In some contests these are undefined or generic. For example "Beef 1" or "veg 1"should be changed to the actual class name such as Angus Heifers or Broccoli.
- ❑ Check multipliers. For example if a class is a test with 25 questions you should enter the raw score (0-25) and a multiplier of 4.
- ❑ Check the class type. The type determines how the class is entered and scored. This is dependent on the type of materials used. For example a Scantron test is scored in the Scantron machine then entered as a "normal" class. An OMR test sheet is scaned, imported and scored in the tabulations program and would have a class type of "key scoring". Since the type of materials used are determined by the event this must be checked.
- ❑ If classes are rearranged (order changed) you must also change the sub-contest grouping.
- ❑ All class changes should be completed before printing materials.

# Configuring

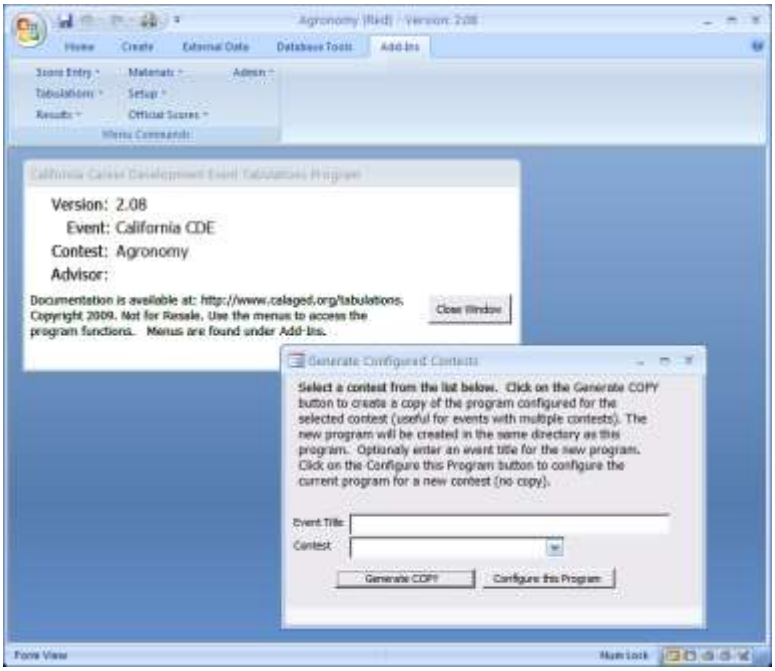
The program is self-configuring for all supported contests. The downloaded program is not configured for a specific contest. Configure the program by clicking on the Configure button. You may then either complete the Setup Wizard or click on the Select Contest button to use a pre-configured contest using the Generate Contest screen (recommended in California).

NOTE: When offering a contest that is similar to a pre-configured contest it is recommended to choose the pre-configured contest then run the Wizard. You may also use the "hidden" type to hide any unused classes.

A Contest Tabulations Checklist is provided to aid in quality assurance. This checklist can be customized and should be edited before configuring individual contests. See Admin options.



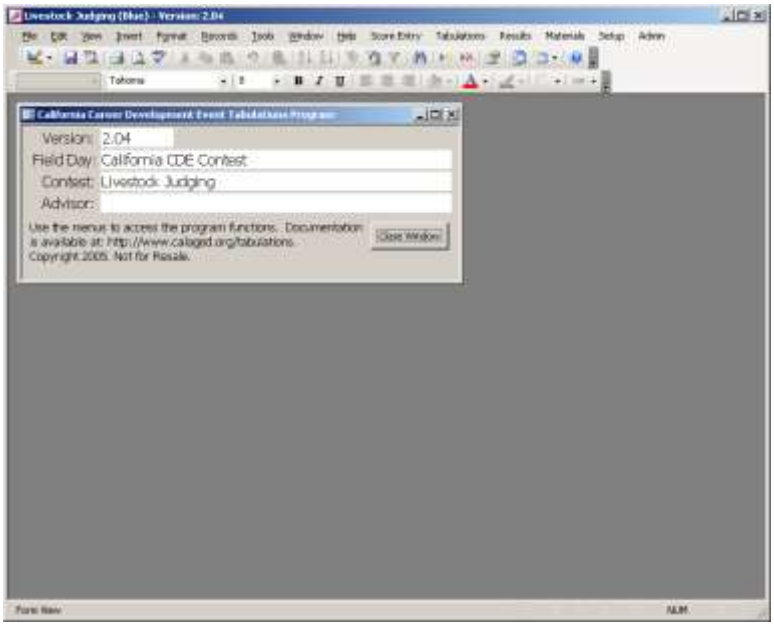

Setup Wizard



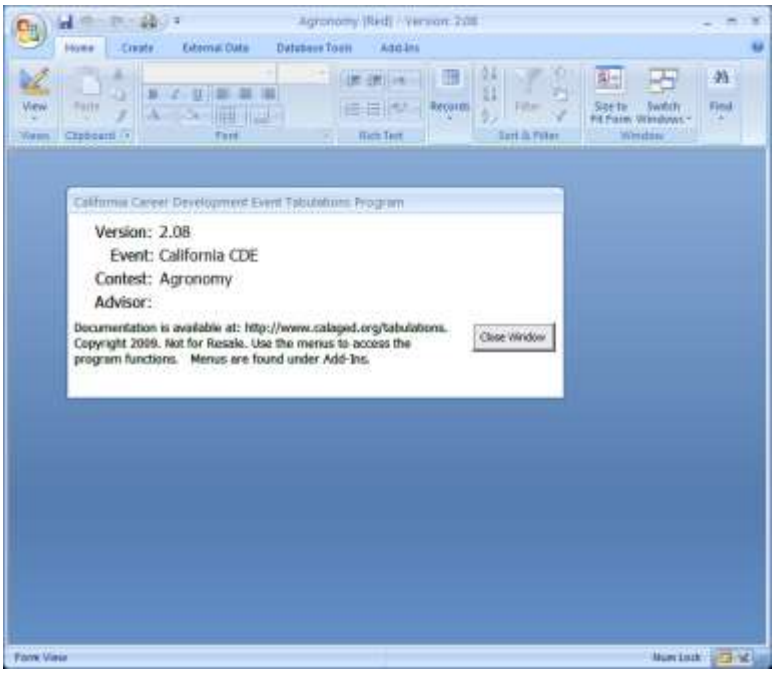
Generate Contest Screen

## Using the Configured Program

The opening screen of the configured tabulations program is shown below: The title bar shows the contest name, machine (designated as red, blue, or none), and the program version. Contest name and machine are changed in setup. Tabulations functions are accesses via the menu options Score Entry, Tabulations, Results, Setup, and Admin (available under Add-Ins for Access 2007)



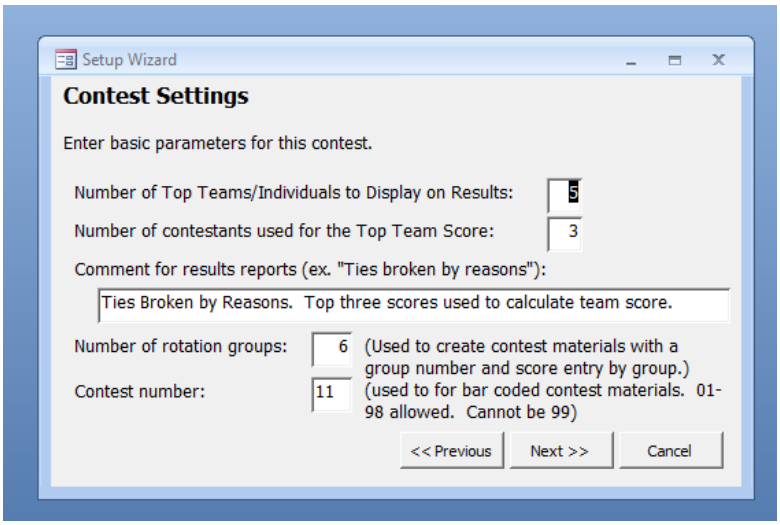
Opening Screen in Access 2003

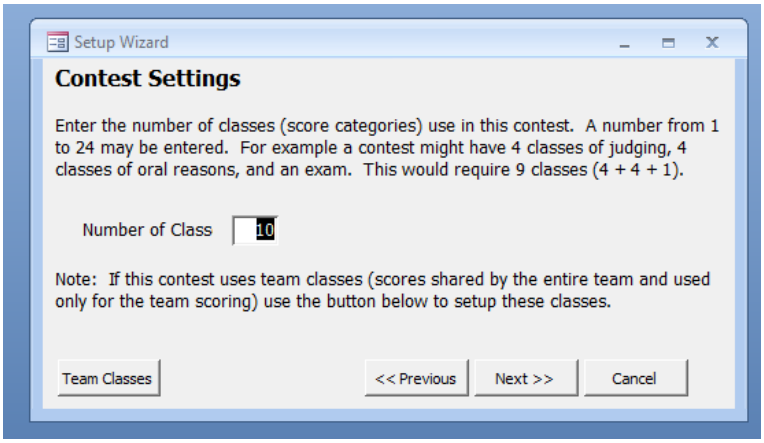


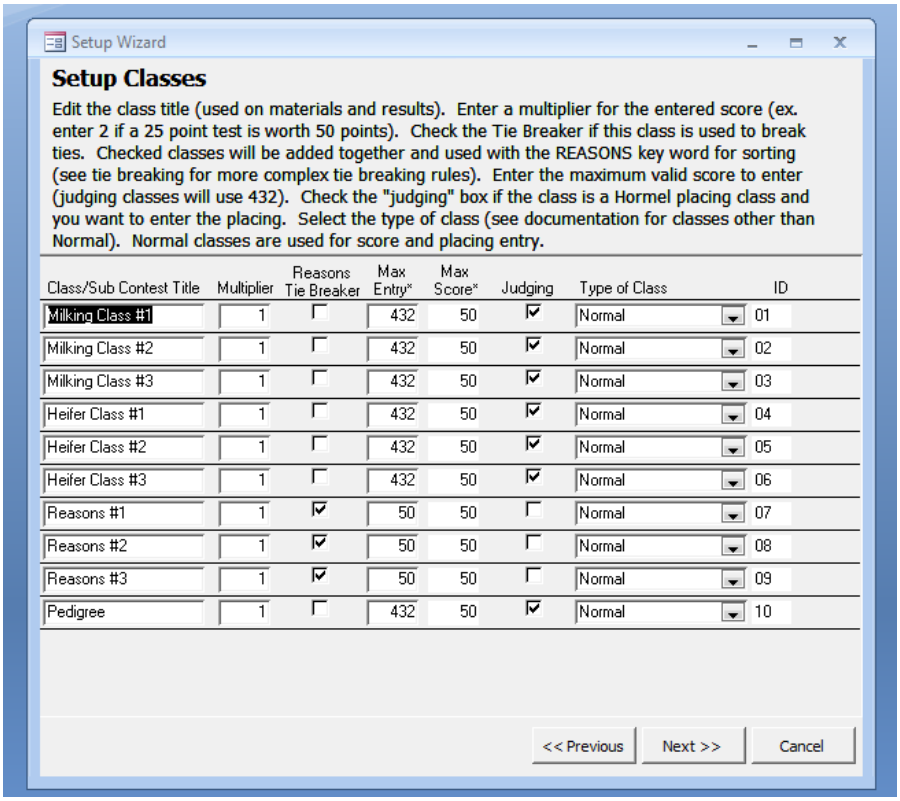
Opening Screen in Access 2007

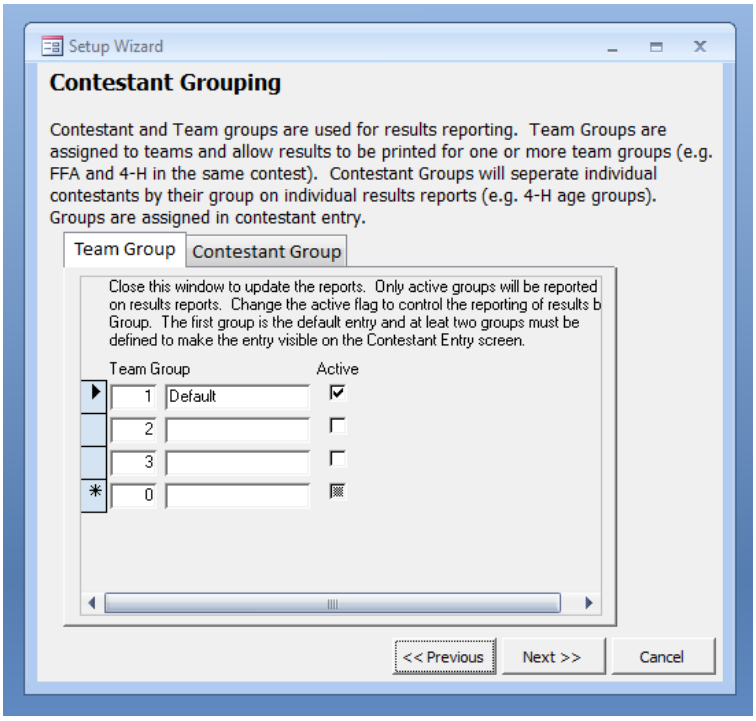
## Setup Wizard

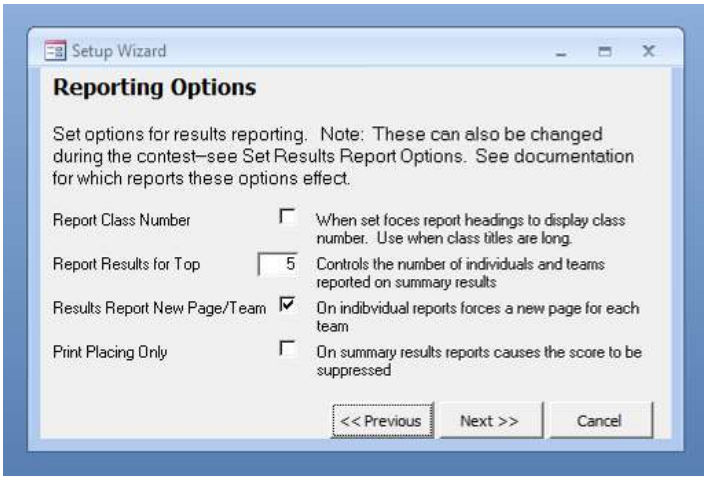
The setup wizard will walk you through the basic configuration of the program if you are not using a pre-configured event. Screens are also available under the Setup and documented under the setup section. The wizard can be run multiple times, but changing the class configuration after tabulations have started may have unexpected results and in not recommended. Instructions are provided on each screen.

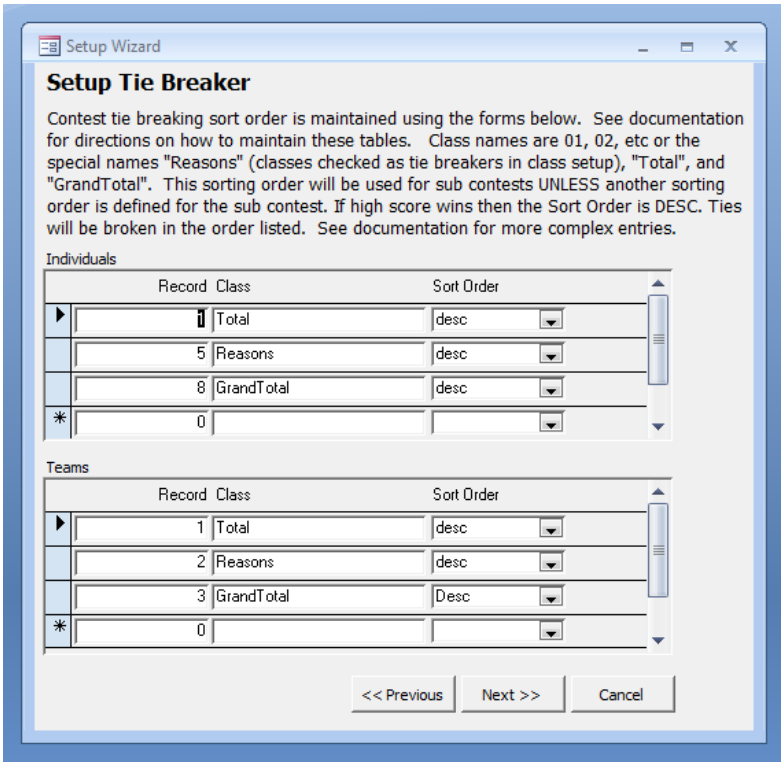


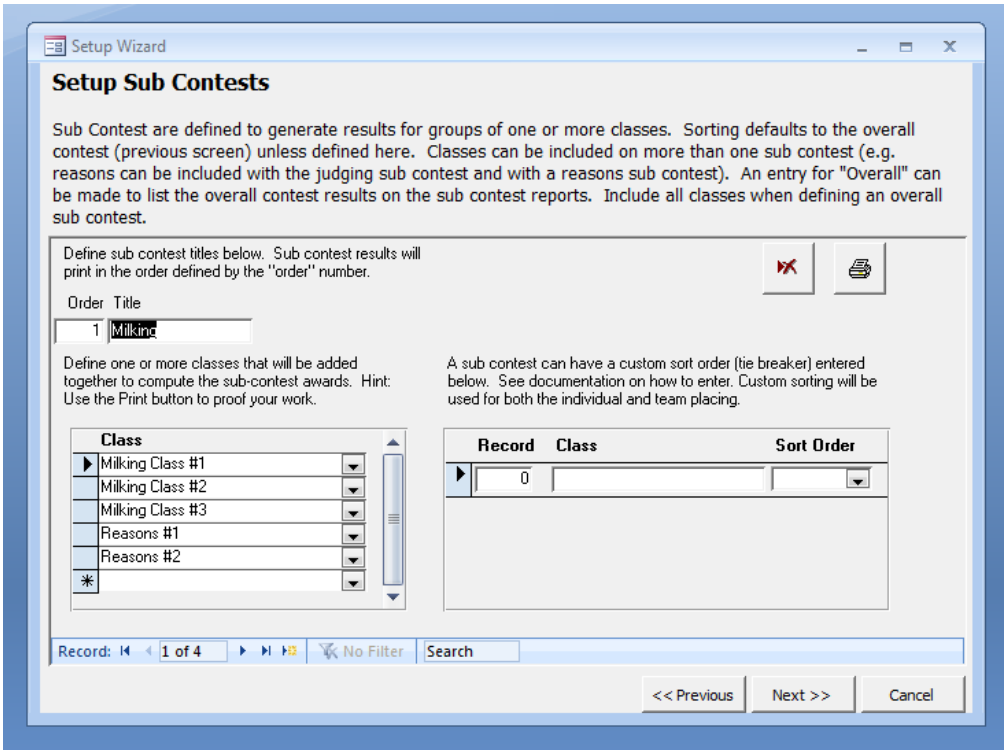




Setup Wizard
Setup Classes
Edit the class title (used on materials and results). Enter a multiplier for the entered score (ex. enter 2 if a 25 point test is worth 50 points). Check the Tie Breaker if this class is used to break ties. Checked classes will be added together and used with the REASONS key word for sorting (see tie breaking for more complex tie breaking rules). Enter the maximum valid score to enter (judging classes will use 432). Check the "judging" box if the class is a Hormel placing class and you want to enter the placing. Select the type of class (see documentation for classes other than Normal). Normal classes are used for score and placing entry.
Class/Sub Contest Title | Multiplier | Reasons Tie Breaker | Max Entry* | Max Score* | Judging | Type of Class | ID
Milking Class #1 | 1 | 432 | 50 | Normal | 01
Milking Class #2 | 1 | 432 | 50 | Normal | 02
Milking Class #3 | 1 | 432 | 50 | Normal | 03
Heifer Class #1 | 1 | 432 | 50 | Normal | 04
Heifer Class #2 | 1 | 432 | 50 | Normal | 05
Heifer Class #3 | 1 | 432 | 50 | Normal | 06
Reasons #1 | 1 | 50 | 50 | Normal | 07
Reasons #2 | 1 | 50 | 50 | Normal | 08
Reasons #3 | 1 | 50 | 50 | Normal | 09
Pedigree | 1 | 432 | 50 | Normal | 10
<< Previous
Next >>
Cancel

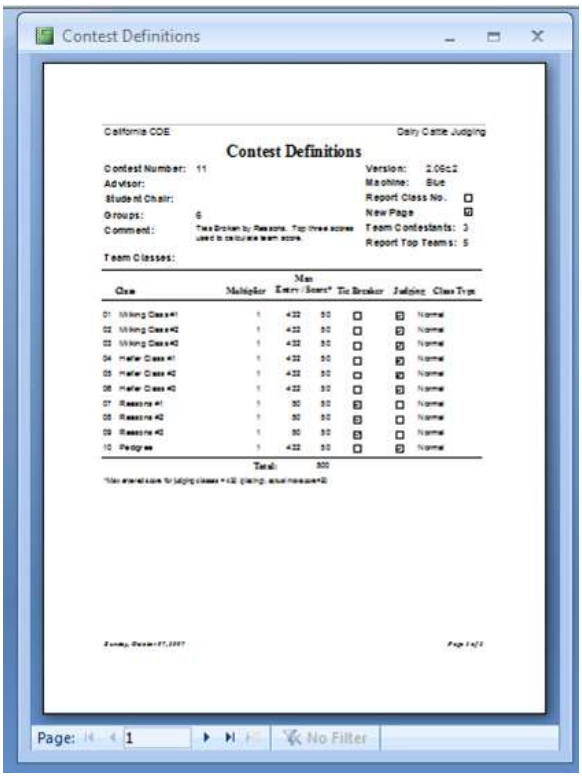

Setup Wizard
Contestant Grouping
Contestant and Team groups are used for results reporting. Team Groups are assigned to teams and allow results to be printed for one or more team groups (e.g. FFA and 4-H in the same contest). Contestant Groups will seperate individual contestants by their group on individual results reports (e.g. 4-H age groups). Groups are assigned in contestant entry.
Team Group
Contestant Group
Close this window to update the reports. Only active groups will be reported on results reports. Change the active flag to control the reporting of results b Group. The first group is the default entry and at leat two groups must be defined to make the entry visible on the Contestant Entry screen.
Team Group
Active
1 Default
2
3
0
<< Previous
Next >>
Cancel


Setup Wizard
Reporting Options
Set options for results reporting. Note: These can also be changed during the contest–see Set Results Report Options. See documentation for which reports these options effect.
Report Class Number
When set foces report headings to display class number. Use when class titles are long.
Report Results for Top
5
Controls the number of individuals and teams reported on summary results
Results Report New Page/Team
On indibvidual reports forces a new page for each team
Print Placing Only
On summary results reports causes the score to be suppressed
<< Previous
Next >>
Cancel


Setup Wizard
Setup Tie Breaker
Contest tie breaking sort order is maintained using the forms below. See documentation for directions on how to maintain these tables. Class names are 01, 02, etc or the special names "Reasons" (classes checked as tie breakers in class setup), "Total", and "GrandTotal". This sorting order will be used for sub contests UNLESS another sorting order is defined for the sub contest. If high score wins then the Sort Order is DESC. Ties will be broken in the order listed. See documentation for more complex entries.
Individuals
Record Class Sort Order
1 Total desc
5 Reasons desc
8 GrandTotal desc
0
Teams
Record Class Sort Order
1 Total desc
2 Reasons desc
3 GrandTotal Desc
0
<< Previous
Next >>
Cancel


Setup Wizard
Setup Sub Contests
Sub Contest are defined to generate results for groups of one or more classes. Sorting defaults to the overall contest (previous screen) unless defined here. Classes can be included on more than one sub contest (e.g. reasons can be included with the judging sub contest and with a reasons sub contest). An entry for "Overall" can be made to list the overall contest results on the sub contest reports. Include all classes when defining an overall sub contest.
Define sub contest titles below. Sub contest results will print in the order defined by the "order" number.
Order Title
1 Milking
Define one or more classes that will be added together to compute the sub-contest awards. Hint: Use the Print button to proof your work.
A sub contest can have a custom sort order (tie breaker) entered below. See documentation on how to enter. Custom sorting will be used for both the individual and team placing.
Class
Milking Class #1
Milking Class #2
Milking Class #3
Reasons #1
Reasons #2
Record Class Sort Order
0
Record: 1 of 4
No Filter
Search
<< Previous
Next >>
Cancel

Setup Wizard
Print Contest Definitions
Click on Finish to print the Contest Definitions report. Review the report to double check that the program is properly setup for your event. Save the report to aid in future configurations.
Note: This configuration may be run again by choosing the Wizard from the setup menu. Individual screens are found under the Setup menu as well.
<< Previous
Finish
Cancel


Contest Definitions
California CDE
Dairy Cattle Judging
Contest Definitions
Contest Number: 11
Advisor:
Student Chair:
Groups: 6
Comment: Ties Broken by Reasons. Top three scores used to calculate team score.
Version: 2.06c2
Machine: Blue
Report Class No.
New Page
Team Contestants: 3
Report Top Teams: 5
Team Classes:
Class
Multiplier
Max Entry Score*
Tie Breaker
Judging
Class Type
01 Milking Class #1 1 400 50 Normal
02 Milking Class #2 1 400 50 Normal
03 Milking Class #3 1 400 50 Normal
04 Heifer Class #1 1 400 50 Normal
05 Heifer Class #2 1 400 50 Normal
06 Heifer Class #3 1 400 50 Normal
07 Reasons #1 1 50 50 Normal
08 Reasons #2 1 50 50 Normal
09 Reasons #3 1 50 50 Normal
10 Pedigree 1 400 50 Normal
Total: 500
Page: 1
No Filter

## Menus

Note that menus are customized for each contest and all menu items will not be visible. The descriptions are available as “tool tips” in the program and can be displayed by resting your mouse on the menu item. The menu options are:

| Menu | Item | Description |
|---|---|---|
| Score Entry | | Enter contestant scores with these options |
| | Entry By Contestant | Use this option to enter scores by contestant number. The screen is useful for making corrections and in entering a stray score. |
| | Entry by Group | Entry by group is the fastest manual method to enter scores by rotation group and class. To use this method you must keep scores together by group and class. |
| | Entry by Class | This form of entry is useful if you have a large number of scores for a single class since it lists all contestant scores for the selected class. |
| | Import External Score Data | Import scores from another source (like a scanner). See documentation for format. |
| | Barcode Entry | Used to enter bar-coded scores where the class and contestant number are scanned and a score can be scanned or entered manually. |
| | Enter Team Score | Use this entry form for contests with a team (group) class. Up to 4 team classes can be entered. See Setup for setting the class titles |
| | Enter Missing Scores | This special entry screen lists all missing (blank) scores for all classes. It is designed be used at the end of the contest to enter missing scores or enter "0" scores. |
| | Print Entry Batches | Entry batches are created with each group of scores entered. |
| Tabulations | | Print raw tabulations and management reports |
| | Status | Lists the number of scores entered by class. Useful for determining if a group of scores are missing and how much of the tabulations are complete. |
| | Contest Checklist | Access the contest tabulations checklist. Options to print and maintain the checklist are available. Use to insure tabulations quality. |
| | Raw Scores | Prints the raw (as entered) scores for each class. Note: Results reports show raw scores multiplied by the multiplier entered under Setup. Printed in contestant number order. |
| | Individual Placing by Contestant | Prints placing of Judging Classes with a new page for each contestant. |
| | Raw Detail Scores | List of choices entered (not scores) for keep/cull, grading entries. |
| | Raw Milk Quality Scores | List of choices entered (not scores) for Milk Quality entries. |
| | Raw Land Scores | List of choices entered (not scores) for Land Judging entries. |
| | Check Tabulations | Reports all missing scores, scores below 2 and above the maximum entered during setup. Class setup is also displayed. Scores of zero |

| Menu | Item | Description |
|---|---|---|
| | | should be double checked. A score of “1” in a judging class assigns the minimum score in the class. |
| | Approve Exceptions | Approve scoring exceptions. Required to print results if approval is required. |
| | Draft Results | Print draft results for proofing |
| | High Team List (alpha) | Print draft results for proofing |
| | Results Summary Alpha Order | Results in alpha order for intermediate results |
| | Export Tabs (red/blue) | Export scores for checking. Creates file of scores that can be imported on another computer (see Import). Filename is Export.txt. |
| | Import Tabs (red/blue) | Imports the scores from another computer and prints a report of the differences between the exported file and the scores on the importing machine. (Red/Blue Check) |
| | Land Score Export | Exports Land choices (not scores) for red/blue check. |
| | Land Score Import | Imports Land choices (not scores) for red/blue check. |
| | Individual Manual Tie Break | Allows entry of a tie breaking value for a contestant that will be used in sorting but it will not be added to the score. Useful when the contest rules does not allow for enough levels of tie breaking or a "coin flip" is performed. |
| | Team Manual Tie Break | Allows entry of a tie breaking value for a contestant that will be used in sorting but it will not be added to the score. Useful when the contest rules does not allow for enough levels of tie breaking or a "coin flip" is performed. |
| Results | | Contest results reports menu. See Results Options if menu items are not visible. |
| | Set Results Report Options | Used to set results report options and set active Team Groups. |
| | Results Summary | Prints high individual, team results with contest statistics. |
| | Results Individual Summary | Prints high individual results only with contest statistics |
| | Results Team Summary | Prints high team results only with contest statistics |
| | Results Summary with Sub contests | Prints high individual, team results with contest statistics, and sub contests results. |
| | Individual Results | Prints detail individual results by Team and Contestant. |
| | Individual Results by Contestant | Prints detail individual results printed on a new page for each contestant. |
| | Judging Class Placing | Prints the raw (as entered) scores for each class. Note: Results reports show raw scores multiplied by the multiplier entered under Setup. Printed in contestant number order. |
| | Team Results | Prints team results in printed score order (highest first). Shows team scores totals and class totals. |

| Menu | Item | Description |
|---|---|---|
| | Sub Contest Results | Sub Contest Results Options |
| | Sub Contest High Individuals | Prints results for high individuals in each sub contest defined. Divided by Contestant Group if multiple groups are used. |
| | Sub Contest High Team | Results for high teams in each sub contest defined. |
| | Team Class Results | Prints the results of each team class. Used if multiple teams classes are defined. |
| | High Individuals by Team | Prints individual sub contest results by team |
| | Sub Contest Packet Summary | List of ribbon counts by team for packet stuffing. |
| | Individual Ranking | Prints the Gold/Silver/Bronze awards (top three quintiles) for individuals. |
| | Team Ranking | Prints the Gold/Silver/Bronze awards (top three quintiles) for teams. |
| | Certificates | Individual and Team Certificates |
| | Certificate - Individual Ranking | Prints certificates for the Gold/Silver/Bronze awards (top three quintiles) for individuals. |
| | Certificates - Team Ranking | Prints certificates for the Gold/Silver/Bronze awards (top three quintiles) for teams. |
| | Certificates - Individuals Sub | Prints certificates for the individual sub contest awards. |
| | Certificates - Team Sub Contest | Prints certificates for the team sub contest awards. |
| | High Team Contestants | Prints the contestant names of the High Teams (for awards). Used to announce results. |
| | Sweepstakes Report | Prints and computes sweepstakes points for the contest. |
| | Contest Summary | Prints contest class statistics. |
| | Score Frequency Analysis | Prints contest class statistics. |
| | Batch Print Results (HTML/PDF) | Allows batch printing of multiple reports. |
| Materials | | Print Contest Materials |
| | Create Contest Materials | Both bar coded and non bar-coded materials can be printed in a variety of formats including 1/3 sheet judging cards and Scantron forms. Printing is by class or contestant. |
| | Contest Materials Descriptions | Report describing contest materials |
| | Name Tags | Name Tag Options |
| | Name Tags | Prints contestant name tags with Contestant Number and Group Number. Use standard name tags or blank paper. |
| | Name Tags with Name | Prints contestant name tags with Contestant Number and Group Number. Pre-entered Contestant and Team are printed on the tag. |

| Menu | Item | Description |
|---|---|---|
| | Name Tags 1/3 Sheet | Prints name tags on 1/3 sheet judging card paper. Use a paper cutter to cut into 6 name tags per page. |
| | Name Tags 5160 Labels | Prints name tags on 1/3 sheet judging card paper. Use a paper cutter to cut into 6 name tags per page. |
| | Registration Cards | Registration Card Options |
| | Registration Cards | Print team registration cards (blank). Use with 1/3 cut paper. Team name is printed if present. |
| | Team Registration Cards 6/page | Prints team registration cards 6 per page. Use with 1/3 cut paper. Team name is printed if present. |
| | Team Registration Cards 8/page | Prints team registration cards 8 per page. Team name is printed if present. |
| | Official Placing Cards | Prints "official" cards for all judging classes. |
| | Official Livestock Cards | Prints "official" cards for keep/cull and grading classes |
| | Barcode 1/2 Sheet Judging/Reasons | Prints special version of barcoded judging cards with reasons entry on the same sheet. Requires special setup of judging and reasons classes. |
| | Rotation Report | Prints a report showing the contestant rotations based on the number of rotation groups and classes. |
| | Class Signs | Print a full page sign with the class number and class title. |
| | Land Score Cards | Land Contest Forms |
| | OMR Land Score Cards (both sides) | OMR Forms for printing on duplex printers |
| | OMR Land Score Cards - Front Side | OMR Forms for printing on pre-printed back sides |
| | OMR Land Score Cards - Back Side | OMR Forms for creating the back side of the form. Print one page and copy. |
| | Packet Sheet | Prints a sheet listing the team and contestant numbers for each contestant. Used to create a packet of materials to be returned to the coach. |
| | Packet Labels | Prints labels (Avery 5160) with the team name. |
| Setup | | Setup the contest |
| | Setup Wizard | A walk through of the contest setup screens. Useful for nonstandard contests. |
| | Contestant Entry | Enter teams (schools) and contestant names |
| | Setup Rotation Groups / Order | Calculate rotation group numbers or change group assignments manually. Set random order, Change contestant team. |
| | Export Rotation Group Assignments | Export group assignment to Excel. |
| | Contestant List | Print a contestant list sorted by team. Use to double check entered teams and contestants |
| | Contestant List - | Prints contestant list sorted by last name. |

| Menu | Item | Description |
|---|---|---|
| | Alpha | |
| | Team List | Prints contestant list sorted by last name. |
| | Rotation Group List | Prints list of contestants by rotation group number |
| | Judges Sheet | Prints list of contestants by group with lines for reasons score and judges name. |
| | Set Team Options | Set the team option for alternates and team group. |
| | Contest Titles / Classes | Setup the name of the host team, contest name, contest advisor, student chair, and the class information for the contest. If red/blue tabulations are being used then designate the computer as red or blue. |
| | Contest Definitions | This report is highly recommended for checking the setup of the contest prior to beginning tabulations. |
| | Sub Contest Titles / Sorting | Maintain sub contest titles, set classes for the sub contest, and set custom sort order. |
| | Sub Contest Definitions | Print sub contest setup. |
| | Team Class Titles | Define Team class titles (for results) |
| | Define Team Groups | Define team groups for results reporting. |
| | Define Contestant Groups | Define contestant groups for results reporting. |
| | Maintain Sort Order | Maintain the sorting (tie breaking) order for team and individuals. |
| Official Scores | | Entry routines for official scores and keys |
| | Enter Official Placings | Enter official judges placing for judging classes. |
| | Official Placing | Print the official placing the Hormel scores |
| | Official Placing Summary | Print the official placing and cuts for judging classes. |
| | Enter Scoring Keys | Enter keys for test scoring |
| | Key Scoring Item Analysis | Item analysis report for key scoring classes |
| | Enter Barcode Questions Class Key | Enter official questions scores. |
| | Enter Keep/Cull Judge Scores | Enter officials for keep cull classes. |
| | Enter Milk Judges Scores | Enter official milk scores |
| | Cheese Judge Scores | Enter official cheese ID scores |
| | Real/Imitation Judge Scores | Enter official real/imitation scores |
| | Enter Grading Official Scores | Enter official grades |
| | Print Grading Official | Print entered official grades |

| Menu | Item | Description |
|---|---|---|
| | Scores | |
| | Print Grading Criteria | Lists the grading scoring criteria |
| | Print Official Grading Scoring | Lists the grading scoring by number based on the official grades. |
| | Barcode Land Judging Official Entry | Enter official Land Judging scores. |
| Admin | | Administrative Options |
| | Import Contestants | Import contestant form a comma delimited file (see documentation for format). |
| | California Registration Import | Imports contestants from the California online registration system. Passwords required. |
| | Export Contestants | Export contestants to a comma delimited file (see documentation for format). |
| | Export Contestant Totals | Export contestant total score to a comma delimited file (see documentation for format). Can be imported into another tabulations program (see Import Scores). |
| | Copy Database | Copies database to new file. Filename includes contest, year and red or blue. If current database is "red" then copied file will be "blue". |
| | Upload Database | Copies database to another location (USB, Network Drive, etc.) |
| | Generate Contest Def Worksheets | Select multiple tabs programs and create PDF worksheets |
| | Generate Blank Contestants | Generates temporary teams and contestants prior to entering actual data for the purpose of printing contest materials. |
| | Delete ALL Team/Contestant Data | Deletes all contestant names and scores. Contest setup is unchanged. |
| | Import Contest Setup | Imports contest setup from another tabulations program (of similar version). |
| | Generate Configured Contests | Generates a contest from the master list of pre-configured contest (see Setup Wizard) |
| | Generate Sample Data | Generates a set of data for use in printing sample reports and testing setup. CAUTION: Will erase existing data. |
| | Enable Advanced Admin Functions | Enables advanced administrative function. USE WITH CAUTION. |
| | Maintain Menu | Edits the menu. |
| | Contest Configuration | Sets active classes, |
| | Master Class Definitions | Prints contest definitions for pre-configured contests. |
| | Master Contest Maintenance | Used to save and load pre-configured contests. |
| | Edit Judging Scores | Allows editing of the Hormel scoring table. |

| Menu | Item | Description |
|---|---|---|
| | Training Sheets | Prints a sheet with a score for practice data entry |
| | Set Administrative Password | Set the password to enable Administrative Functions |

# Guidelines for Tabulations

Contest preparation is the key to smooth tabulations. Typical problems that are encountered in tabulations are:

- Improperly identified contest materials
- Missing contest materials
- Improperly scored contest materials
- Unsorted materials
- Incorrectly entered scores

These guidelines are intended to help prevent these problems by preparation and organization. Since most contests are held only once a year it can be difficult to recall previous issues. It is recommended that a contest "book" be developed to aid in setup and running of the contest. This book should include information on how the contest is typically setup, organized, etc.

## Preparing for Tabulations

### Marking Contest Materials

Pre-marked contest materials can solve both the problem of identification and of missing materials. When materials are pre-labeled with the contestant number it is easier to hand them out to the proper contestant and you don't have to rely on the contestant to properly identify the sheet. Material can be manually pre-labeled or printed in a computer printer using a mail merge technique. Additional information can also be printed such as the sub-contest section, rotation group number, and a place for the contestants name (a helpful double check). The Tabulations program can print and label many types of contest materials.

### Contestant Numbering

Contests that can have a variable number of team members are most efficiently setup with consecutive contestant numbers (1,2,3, etc.). Team members should be assigned consecutive number to insure that the members will not be in the same rotation groups. By assigning consecutive numbers waste of contest materials is minimized since no gaps exist. Contestants can be pre-assigned to rotation groups with the assurance that the groups will be nearly even in size. For example, if four groups are desired then the contests simply "count off" by 4's or the group number can be pre-printed on the name badges and contest materials.

Contest materials should be designed for quick easy scoring. Machine scoring (Scantron) is desirable when practical. Scantron forms can be pre-marked with a computer printer. Some Scantron machines will score both sides, thus saving the time to add scores from both sides manually. OMR forms may also be used (see Appendix).

### Control of Contest Materials

Good control of contest materials is very useful in troubleshooting missing scores. If contest materials are handed out in packets, then a contestant can lose them or if they leave the contest the materials are lost. This is a problem since the tabulator will not know if the contestant left the contest or the material was lost.

Distribution of the contest materials at the site of the class allows the tabulator to know if the contestant arrived to compete in the class. Pre-sorting of contest materials into the rotation groups helps in timely distribution of materials to the contestants and in easy collection of materials. *Contest materials printed by the program can be sorted by group and contestant number or by contestant number alone*. Materials can be organized in file folders or envelopes. Folders should be labeled for easy identification. Contest materials can then be collected back in to the folder for easy delivery to tabulations. Materials can be handed out to the group and excess materials kept in the folder.

When scored materials arrive at tabulations they need to be separated and sorted by class and group if the entry by group method is being used. Bar coded or scanned materials need not be sorted prior to entry, but it is helpful to sort these by class to make it easier to compare on the double check sheet. After entry materials should be sorted by class at a minimum to allow tabulators to easily find them. Materials can generally be kept in the same grouping used to enter the scores.

## Methods of assigning contestant numbers and groups (for rotations)

The number of groups is entered under Setup | Contest Titles | Classes. Group numbers can be generated and edited using the Setup | Setup Groups form.

### Continuous Numbering

Contestants are assigned numbers as they show up for the contest. Pre-numbered contest materials are handed out in consecutive order to each team member. Groups are assigned using the contestant number. Registration using this method can pre-assign groups numbers since the group number is related to the contestant number. Use the Assign Groups by Contestant method of assigning groups. The table below demonstrates how contestants and group (in parenthesis) are used in this method.

| Team | Member 1 | Member 2 | Member 3 | Member 4 |
|---|---|---|---|---|
| Team 1 | 1 (1) | 2 (2) | 3 (3) | 4 (4) |
| Team 2 | 5 (5) | 6 (6) | 7 (1) | (none) |
| Team 3 | 8 (2) | 9 (3) | 10 (4) | 11 (5) |
| Team 4 | 12 (6) | 13 (1) | 14 (2) | 15 (3) |
| Team 5 | 16 (4) | 17 (5) | 18 (6) | (none) |
| Team 6 | 19 (1) | 20 (2) | 21 (3) | 22 (4) |

### Discontinuous Numbering/Discontinuous Groups

Contestant numbers are pre-assigned to each team causing some numbers to be skipped when less than a full team shows up. Group numbers are also pre-assigned based on the contestant number. This method is wasteful of pre-numbered contest materials since skipped numbers are not used. Use the Assign Groups by ID method of assigning groups. The table below show how contestant numbers are assigned with this method.

| Team | Member 1 | Member 2 | Member 3 | Member 4 |
|---|---|---|---|---|
| Team 1 | 1 (1) | 2 (2) | 3 (3) | 4 (4) |
| Team 2 | 5 (5) | 6 (6) | 7 (1) | (none) |
| Team 3 | 9 (3) | 10 (4) | 11 (5) | 12 (6) |
| Team 4 | 13 (1) | 14 (2) | 15 (3) | 16 (4) |

| | | | | |
|---|---|---|---|---|
| Team 5 | 17 (5) | 18 (6) | 19 (1) | (none) |
| Team 6 | 21 (3) | 22 (4) | 23 (5) | 24 (6) |

### Discontinuous Numbering/Continuous Groups

Contestant numbers are pre-assigned to each team causing some numbers to be skipped when less than a full team shows up. However groups are assigned in consecutive order of contestants (i.e. "count off" by 6's). Using this method the group number will not be known before registration so it cannot be pre-printed on the contest materials of name tags. This method is wasteful of pre-numbered contest materials since skipped numbers are not used. Use the Assign Groups by Contestant method of assigning groups

| Team | Member 1 | Member 2 | Member 3 | Member 4 |
|---|---|---|---|---|
| Team 1 | 1 (1) | 2 (2) | 3 (3) | 4 (4) |
| Team 2 | 5 (5) | 6 (6) | 7 (1) | (none) |
| Team 3 | 9 (2) | 10 (3) | 11 (4) | 12 (5) |
| Team 4 | 13 (6) | 14 (1) | 15 (2) | 16 (3) |
| Team 5 | 17 (4) | 18 (5) | 19 (6) | (none) |
| Team 6 | 21 (1) | 22 (2) | 23 (3) | 24 (4) |

# Setting-up the Contest

Before the contest, setup the contest headings and titles, advisor and student chair. Most of these options are setup found under Setup | Contest Titles. Double check the class titles, multipliers, and reasons/tie breaker. Contests that have ties broken on total reasons should check the reasons/tie breaker check box for each reasons class. Sub-contest groupings are also assigned at this time (see Setup | Sub Contest Titles to change these headings). The multiplier will be used to multiply the raw entered score to create the final score for the class. For example if the class has a maximum of 100 points for a test and the test has 40 questions then a multiplier of 2.5 (100÷40) is entered.

The setup selections described in this section can be most easily accessed by using the Setup Wizard (Setup | Setup Wizard). The Wizard will walk you through all the appropriate screens. Each of these screens are also available as separate menu choices should you need to access them later. The Setup Wizard is recommended for new users.

## Breaking Ties

The tabulations program can use several methods to break ties. Individuals, Teams, sub-contest individual, and sub-contest teams placing are all determined by settings a “sort order”. The simplest method for breaking ties is to specify the one of more classes as the tie breaker in the class setup screen. Internally the checked classes makeup the “Tiebreaker” score. Commonly a contest will have as sort order such as: TOTAL, Tiebreaker, and GRANDTOTAL in descending order. This sort order would instruct the program to first place the individual or team using the total overall or sub-contest score, then use the classes checked in the class setup, and finally use the overall total score (used for sub-contests). Many other options are available. For more information see Setup | Maintain Sort Order and Sub Contest Titles. NOTE: Configured contests are setup with the appropriate sort order, however changing classes can change the way the sorting works. ALWAYS print the Contest Definitions and check the sort order before the contest.

## Team Activity Scoring

Events with a team activity can be setup as described below. How a team activity is setup depends on how the event rules define the scoring. ALWAYS check the rules prior to setup to determine how the team activity is scored. How a team activity is setup will also affect how it can be reported for awards.

| Scoring Requirement | Setup | Entry | Reporting | Notes |
|---|---|---|---|---|
| Team score counts only toward the team scoring not the individual scoring | Setup the Team Score titles. | Enter the team score(s) using Team Score Entry for each team. | Team scores are shown on the Individual Results, the Team Results, and on the Team Class Results (sorted). | Up to four separate scores can be entered. |
| Team Score counts for both the team and individual scoring | Setup Team Score titles as above. Setup a class with the Team Score class type. Use the multiplier to divide the team score between the contestants. | No individual entry is required. The team score will be added to the individual scores. | Score will appear as a class (by individual). Team totals are also available on the Team Results Report. The individual team score class is NOT added to the Team Score. | In events where the top three of four team members make up the team score the team score is typically divided by 3 (multiplier of .3333) |

## Setup of Contest Titles and Classes

The initial setup of the contest begins with this screen (found under Setup | Contest Titles/Classes or by using the Setup Wizard). The name of the host school, contest, advisor, student chair, etc. are entered here. The titles are used for report headings on most reports. A title may be left blank if you desire to suppress the printing on reports.

The number of individuals used to compute the team score is entered on this screen (normally 3).

**The contest number is used for bar-coded entry and data import and must match the bar code on the contest materials.** This insures that materials cannot be entered from another contest.

The **Comment** is printed on the individual and summary results. Delete to omit.

The machine may be set to none, red, or blue. Use the red/blue options to identify the machine when two computers are used as a double check.

**Report Classes Numbers** option forces Results and Tabulation reports to use Class Number as the heading.

**Report Results for Top** determines how many top individuals and teams are reported on the results reports where only the high teams or individuals are shown.

**Results Report New Page/Team** option forces a new page to print for each team on the Individual and Team Results reports. Users may wish to leave this box unchecked, print a results report for internal use, then check the box and print results to hand out to the teams.

**Minimum and Maximum individual and team scores** are used by check tabulations to identify scores outside the normal range. These will default to 0 and the maximum. To make use of this feature enter values developed from previous events.

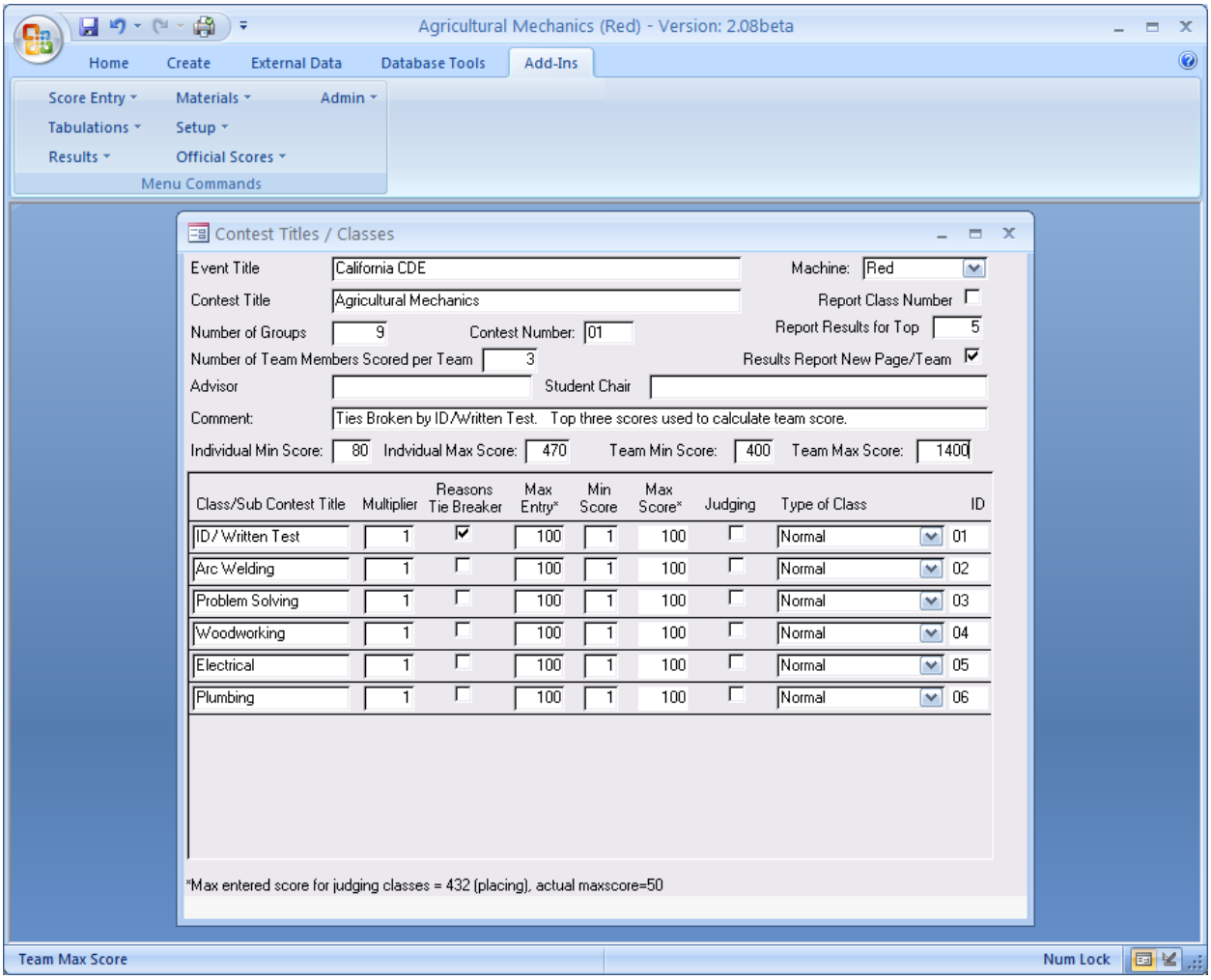
### Class Setup

Classes are also assigned here. The number of classes is set internally. Internally classes are assigned a two digit code (ex. 04), but the name of the class is entered for printing. Simple tie breaking is also setup in the screen. Use the tie breaking check box to designate one or more classes whose total score will be used to break ties (ex. Total reasons would check all reasons classes).

The multiplier is used to adjust a raw (entered) score to the total points in the class. For example, a 40 question test might be used for a 100 point class. In this case the multiplier should be set to 2.5 and the number of correct questions would be used as the entered score. **NOTE: the multiplier can be set to zero to drop an entire class from the tabulations.**

**A negative multiplier can be used to enter the difference of the raw score from the maximum score.** For example, if the multiplier is set to -2 and the max score is set to 25 (class is worth 50 points) and a score of 10 is entered the contestant will receive a score of 30. The calculation is made as follows: (-2 x 10) + 50 = 30**.** In most contests you would use this to calculate the number wrong (e.g. Milk)

The max entry is used to compare contestant scores in check tabulations. This should be the maximum **raw class** score that can be entered (the Max Class score is shown to the right of this number). Judging classes should use 432 as the maximum Entry (the largest valid placing).




## Judged Classes

If the class scores will be entered as the judged placing (as opposed to a score) then check the judging class. Official placings for judging classes are entered using the Enter Official Placing menu choice.

## Class Type

Classes entered as judging placing or a score use the "Normal" classes. Other classes that require special calculations like Milk Quality, Livestock Keep/Cull, Grading, Questions, and Land Judging are setup using the appropriate class type. These special classes use special bar coded entry forms or imported data and compute the contestant score based on the requirements of the class. They cannot be used to when manual entry of the score is required. If manual entry is desired then use the “Normal” class. The class type controls how the raw score is entered and scored. NOTE: The “hidden” type allows you to hide a class on the results (these are not calculated) and can be used to drop a class before or during the contest. Any class without a description will be converted to hidden.

| Class Type | Description |
|---|---|
| Normal | Used for all classes where a score will be imported or entered. Also used for |

| Class Type | Description |
|---|---|
| | placing (judging) classes in combination with the "judging class" check box. NOTE: Can be used with exams where the scanning software scores the exam. If the tabulations programs will score the exam then use the Key Scoring type. |
| Key Scoring | Used for ALL OMR cards that are scored by matching a key in the tabulations program. These include exams, OMR Land Cards, Meat Cut ID cards, OMR Cheese ID, OMR Real/Imitation, and OMR Questions Cards. |
| Keep Cull | Used for barcoded or imported (OMR) cards. |
| Land | Used for imported (OMR) cards. |
| Milk Defects | Used for scoring Milk Defect forms. |
| Beef Slaughter Grading | Used for barcoded or imported (OMR) cards. |
| Beef Feeder Grading | Used for barcoded or imported (OMR) cards. |
| Swine Grading | Used for barcoded or imported (OMR) cards. |
| Meat Quality Grading | Used for imported (OMR) cards. |
| Meat Yield Grading | Used for imported (OMR) cards. |
| Interior Egg Grading | Used for imported (OMR) cards. |
| Exterior Egg Grading | Used for imported (OMR) cards. |
| Poultry Carcass Grading | Used for imported (OMR) cards. |
| Questions (barcode) | Used for barcoded cards. OMR cards use key scoring type. |
| Team Score | Used to create an individual class where the team score is divided among the individuals. Use the multiplier to determine what percent of the team score will be assigned. This class is not added to the Team Total. |
| Hidden | Use to hide a class that is not used or to drop a class during the contest. Scores for a hidden class are maintained, but not used for results. |

## Maintain Sort Order (Tie Breaking)

The sort order for a given contest should be configured as per CATA code. For most contests it is set to use the class total (TOTAL), reasons or other classes checked in the Contest Titles window as tie breakers (Tiebreaker), and the total of all classes (GRANDTOTAL). In addition to these reserved words you may enter individual or multiple class numbers. IMPORTANT: *Do not change these values without checking the results manually to insure you have set the sort order correctly (see Print Contest Definitions).*

The program ranks individuals and teams for all classes and for groups of classes (sub contest areas) using the Individual and Team entries. The table below describes how the different variables are entered and computed. These values can also be used to define a custom sort order for a sub contest (see Sub Contest Titles).

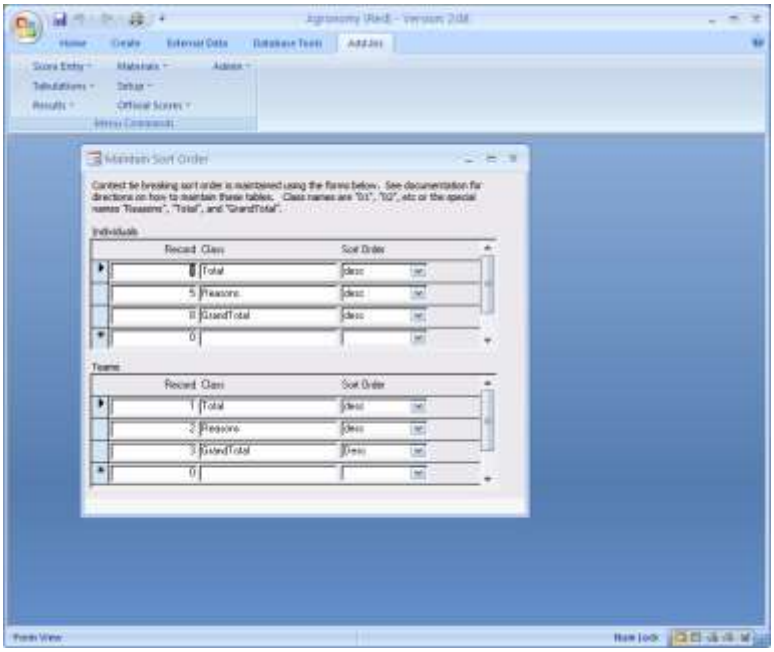
| | Individual | | Team | |
|---|---|---|---|---|
| Keyword | Contest | Sub contest | Contest | Sub contest |
| TOTAL | Total of all classes | Total of all classes in the sub contest group | Total of all classes for the top X individuals | Total of all classes in the sub contest group for the top X individuals |
| Tiebreaker | Total of all classes checked | Total of all classes checked | Total of all classes checked as | Total of all classes checked as |

| | | | | |
|---|---|---|---|---|
| | as reasons/tie break in the Contest Titles/Classes screen. | as reasons/tie break in the Contest Titles/Classes screen. | reasons/tie break in the Contest Titles/Classes screen for the top X individuals. | reasons/tie break in the Contest Titles/Classes screen for the top X individuals. |
| GRANDTOTAL | Total of all classes | Total of all classes | Total of all classes for the top X individuals. | Total of all classes for the top X individuals. |
| 01 – 18 (Classes) | Uses the entered class to sort | Uses the entered class to sort | Uses the entered class for the Top X individuals to sort | Uses the entered class for the Top X individuals to sort |
| Class Sums (Ex. [01] + [02] + [03]). Note use of square brackets. In the above example the sum of classes 01, 02, and 03 are used to sort the entries. | Uses the sum of the classes listed to sort. | Uses the sum of the classes listed to sort. | Uses the sum of the classes for the Top X individuals listed to sort. | Uses the sum of the classes for the Top X individuals listed to sort. |

NOTES: Sub contest custom sort orders will supersede entries in these tables.

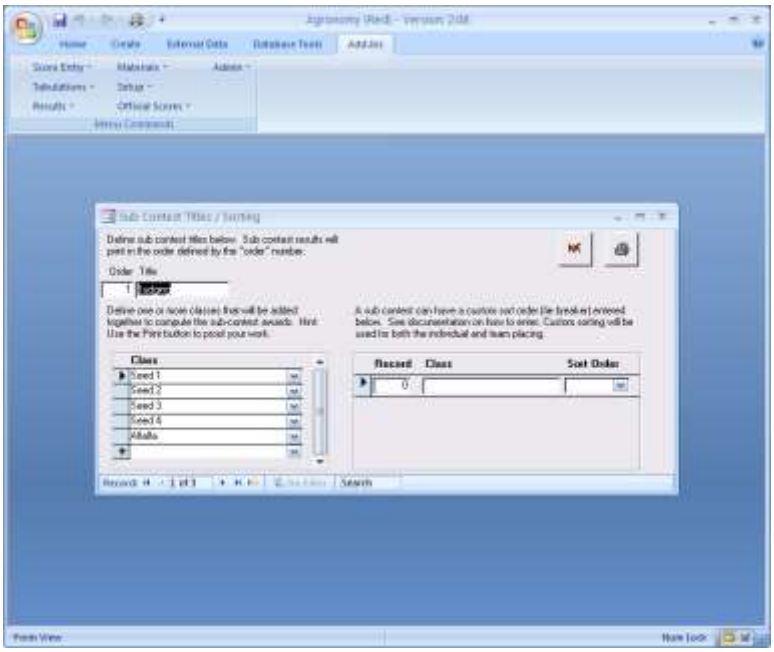
For Team sorting one or more of the team classes can be used to break ties. Use the variables shown below.

| | Individual | | Team | |
|---|---|---|---|---|
| Keyword | Contest | Sub contest | Contest | Sub contest |
| TeamScore | N/A | N/A | Uses the total of all the team scores. | Uses the total of all the team scores. |
| TeamScore1, TeamScore2, TeamScore3, or TeamScore4 | N/A | N/A | Uses the entered team scores to sort the teams. | Uses the entered team scores to sort the teams. |



## Sub Contest Titles

Sub Contest Titles are used to group one or more classes into sub contest award areas (see Results Reports). Each class can be assigned to one or more sub contest areas. In some contests the sub contest area are the same as the classes. In some classes are not assigned a sub contest area because no award is given for that area (e.g. written test). Classes are assigned to the sub contest by adding them to the title record. Sub Contests are reported using the "order" number. The delete button can be used to delete the entire sub contest category. Use the "Print Sub Contest Definitions" report to proof your work (available using the print button, the menu choice, and also printed with the Contest Definitions report. Warning: Changing classes (e.g. Beef Placing to Sheep Placing) often will change the sub contest definitions. ALWAYS check the sub contest setup after changing classes.



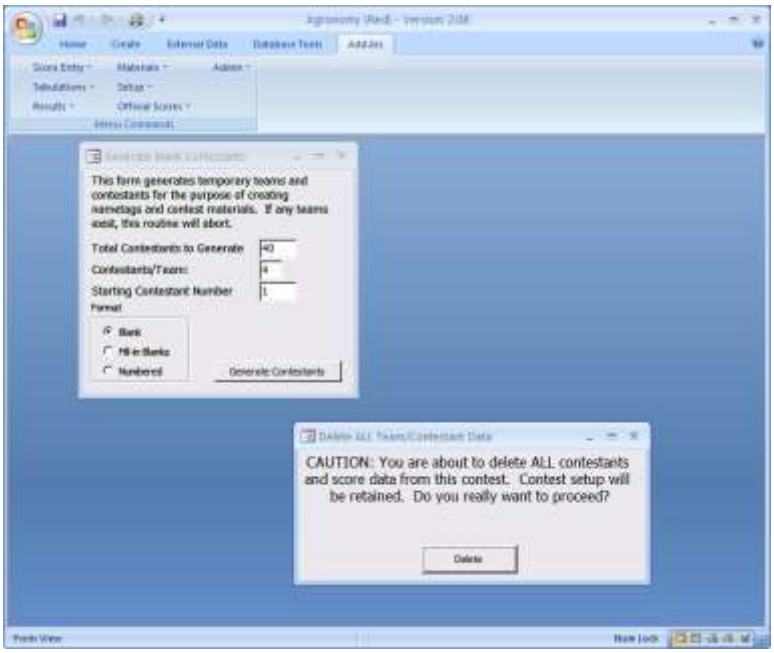
## Tie Breaking

Sub contests default sort order is the Individual sort order for individual sub contests and the Team sort order for team sub contest placing (see Maintain Sort Order and Contest Definitions). However a custom sort order can be defined for a sub contest. Custom sort orders for sub contest will be used for both the individual and team sub contest placing.

*Custom sort orders must be entered in a specific format as shown under Setup | Maintain Sort Order).*

## Deleting Contestants and Scores

Use the Admin | Delete All Data to delete scores from a prior year or from creating contest materials. DO NOT use this routine during a contest as no recovery is possible. Contest setup is not affected. To delete a contestant or team see Setup | Contestant Entry.

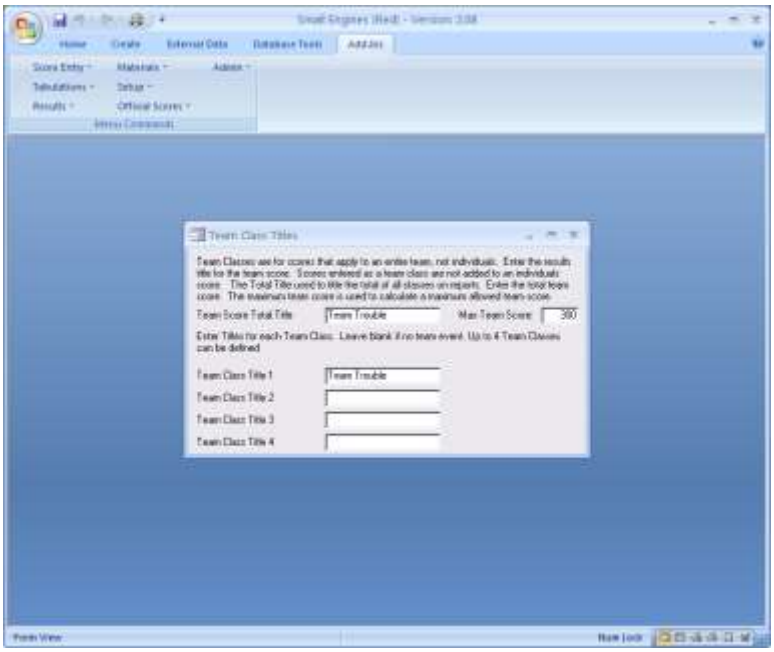



## Generating Temporary Contestants for Labeling Contest Materials

Use the Generate Blank Teams option to create contest materials before the teams and contestants are known. You simply specify the number of teams and the number of contestants per team and temporary teams are created. **Delete these entries using the Delete All Data** option before entering actual teams. Contestant/Teams can be generated as blank entries, with underlines, or with names (ex. Contestant #1) depending on the materials you wish to print.

## Team Score Title

If the contest has a team event the title for the team “class” is entered here. Team scores are added to the individual scores to make the team total. Up to four team classes can be defined as well as the total of the sub classes. Team scores will be printed on Individual Results if a title has been entered. Leave this entry BLANK if the contest doesn't have a team score.




## Print Contest Definitions

The information in the Contest Titles/Classes screen is printed as well as the sorting order. **Use this sheet to double check the contest settings and save for future contests.**

# Printing Contest Materials

The tabulations program will create bar-coded, OMR, and non-bar-coded materials by printing forms on a laser printer. Bar-coding requires that the bar-code font be installed on the computer (available with the program). Contest materials are labeled with the contestant number and require that either contestant be pre-entered or that temporary contestants be generated (see Setup).

Materials that are pre-labeled have the advantage of helping track missing materials, keeping groups together, and having materials with contest numbers clearly marked. The program has a wide variety of formats available in both bar coded form and without bar codes. Some forms are only available in bar coded format (ex. keep/cull, land), but can be used without a bar code reader if they are hand scored.

Contest materials in many contests do not lend themselves to the judging card (1/3 sheet) format. Materials such as score sheets can be photocopied then run through a laser printer to label for bar code entry or conventional contestant number labeling.

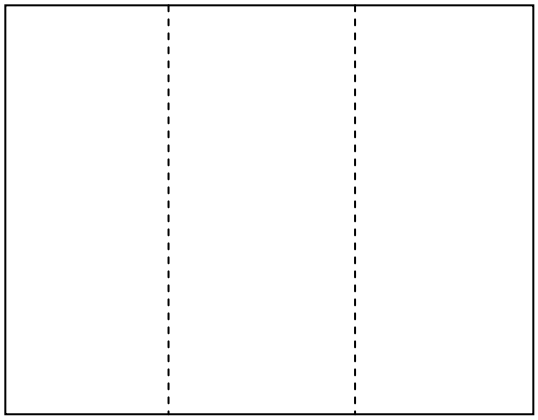
Name tags are very useful for group assignments since the group number is pre-printed on the tag.

### Printer Adjustments

Since some variation between printers is expected, the Page Setup option in Access can be used to adjust the margins of any report for final positioning.

### Paper for Contest Materials

Many of the forms are designed to be printed on 8.5" x 11" paper that has been perforated. These are best printed on a white 90# index stock or similar paper. If you don't use perforated stock the cards can be cut with a paper cutter. While 20# copy can be used the heavier stock handles better. Note that some printers don't handle index stock well and a lighter paper should be selected. Smooth white paper is strongly recommended for barcoded and OMR forms. 90# Index stock is about two times thicker than 20# bond (copy paper). A 40# or 50# cover stock will fall between these two thicknesses.



Perforated paper may be obtained from a printer or ordered online.

### Create Contest Materials

Most materials are printed from the Materials | Create Contest Materials screen (below). On this screen the format, class, and sort order can be selected. Leaving class blank will select all classes. Leave the class blank and use the filter option to print all judging cards or all reasons cards at one time. Most formats can be sorted by contestant or group for easier distribution. NOTE: Not all the materials options are shown. Check this screen for other formats. The table below show formats commonly used for selected contests. IMPORTANT: Proper setup of the Class Type is important for correct processing of contest materials.

Bar code materials are designed for use with a bar code reader. For larger contests and forms like placing cards this method is faster and more accurate than hand entry. OMR forms are designed for use with a scanner and the Remark software. OMR forms are the fastest to process and reduce data entry errors.

The table below suggests which material formats are appropriate for which contest. Note than many contest have grading rubrics. Some examples are:

- Ag Mechanics – Project Sheets
- Floral – Construction Sheets
- Vet Science – Practicums
- Agronomy – Grain Grading

It will aid in tabulations if these are pre labeled. There are a number of materials formats designed to pre-label pre-printed score sheet. To use this feature make copies of the score sheet leaving room for the labeling. Then run them through a printer to label each sheet.

Contest Materials List

| Form | Agricultural Mechanics | Agricultural Pest Control | Ag Sales | Agronomy | Best Informed Greenhand | Citrus Judging | Computer Applications | Cotton Judging | Dairy Cattle Judging | Farm Business Management | Farm Power & Machinery | Farm Record Book | Floriculture | Forestry | Fruit Tree Judging | Fruit Tree Pruning | Grapevine Judging | Grapevine Pruning | Land Judging | Light Horse Judging | Livestock Judging | Meat Judging | Milk Quality and Dairy Foods | Natural Resources | Nursery/Landscape | Poultry Judging | Small Engines | Vet Science | Vegetable Crops | Marketing | Agricultural Welding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Standard Forms** (hand graded) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Generic Score Cards (1/3 sheet) | | x | | x | | x | | x | x | | | | x | | x | | x | | | x | x | x | | | x | x | | | x | | |
| ID Sheet 80 Items | | | | x | | | | | | | | | | | | | | | | | | | | | | | | | | x | | |
| ID Sheet 60 Items | | | | x | | | | | | | | | | | | | | | | | | | | | | | | | | x | | |
| Judging Score Cards | | x | | x | | x | | x | x | | | | x | | x | | x | | | x | x | x | | | x | x | | | x | | |
| Judging Score Cards With Reasons | | x | | x | | x | | x | x | | | | x | | x | | x | | | x | x | x | | | x | x | | | x | | |
| Materials Portrait | x | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | | x |
| Scantron 815-E Portrait (quiz strip) | x | | | | | | | | | | x | | | | | | | | | | | | | | x | | | | | | x |
| Scantron 882 Landscape (1/2 sheet) | x | | | | x | | | | | x | x | | x | | | | | | | | | | | | x | | x | | | x | x |
| Scantron 888 Portrait (full sheet) | x | | | | x | | | | | x | x | | x | | | | | | | | | | | | x | | x | | | x | x |
| **Barcode Forms** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Judging Score Cards | | x | | x | | x | | x | x | | | | x | | x | | x | | | x | x | x | | | x | x | | | x | | |
| Barcode Labels 1/2 sheet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Labels 1/3 sheet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Labels 5160 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Labels Full Sheet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Materials Label - Landscape | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Materials Label Portrait | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

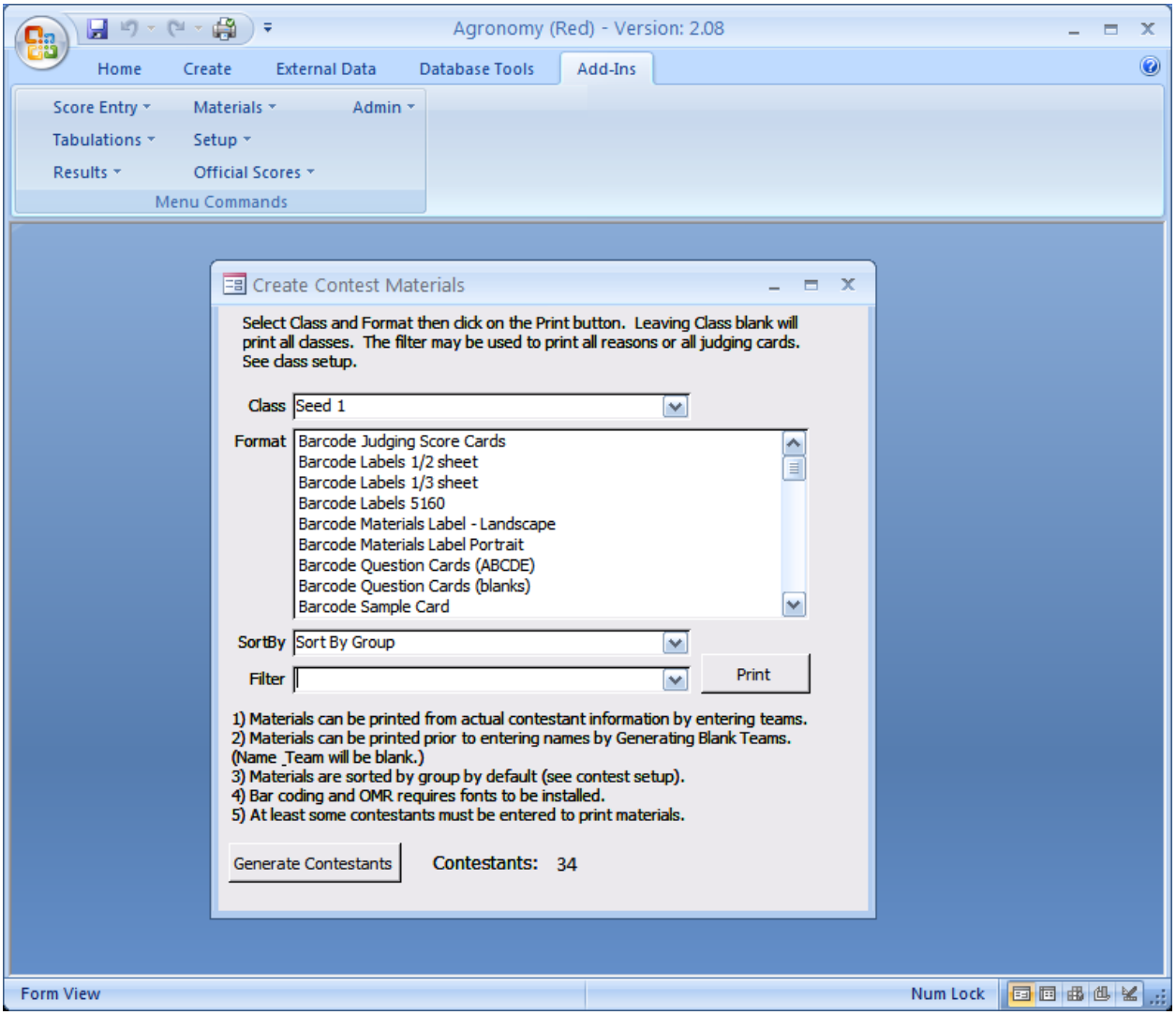
| Form | Agricultural Mechanics | Agricultural Pest Control | Ag Sales | Agronomy | Best Informed Greenhand | Citrus Judging | Computer Applications | Cotton Judging | Dairy Cattle Judging | Farm Business Management | Farm Power & Machinery | Farm Record Book | Floriculture | Forestry | Fruit Tree Judging | Fruit Tree Pruning | Grapevine Judging | Grapevine Pruning | Land Judging | Light Horse Judging | Livestock Judging | Meat Judging | Milk Quality and Dairy Foods | Natural Resources | Nursery/Landscape | Poultry Judging | Small Engines | Vet Science | Vegetable Crops | Marketing | Agricultural Welding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Barcode Question Cards (ABCDE) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Question Cards (blanks) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Scantron 888 Portrait | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barcode Score Cards (reasons) | | x | | x | | x | | x | x | | | | x | | x | | x | | | x | x | x | | | x | x | | | | |
| Livestock Beef Grading Score Cards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Livestock Keep/Cull Cards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Livestock Swine Grading Score Cards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Milk Quality Cards (All) | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| Milk Quality Cheese Identification Cards | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| Milk Quality Judging Cards | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| Milk Quality Real Vs Imitation Cards | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| Poultry Eggs Written Factors | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| Poultry Further Processed Meat | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| **OMR (Scannable) Forms** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR 25 Question Exam | x | | | | | | | | | | x | | | | | | | | | | X | | | | | | X | | | x |
| OMR 25 Question Exam - Subjective | x | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | | x |
| OMR 25 Question Half Sheet | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| OMR 50 Question Exam | x | | | | x | x | | | | x | x | | x | | | | | | | | | | | x | | x | X | | | x |
| OMR 50 Question Exam - Subjective | x | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | | x |
| OMR 75 Question Exam | x | | | | x | x | | | | x | x | | x | | | | | | | | | | | x | | x | X | | | x |

| Form | Agricultural Mechanics | Agricultural Pest Control | Ag Sales | Agronomy | Best Informed Greenhand | Citrus Judging | Computer Applications | Cotton Judging | Dairy Cattle Judging | Farm Business Management | Farm Power & Machinery | Farm Record Book | Floriculture | Forestry | Fruit Tree Judging | Fruit Tree Pruning | Grapevine Judging | Grapevine Pruning | Land Judging | Light Horse Judging | Livestock Judging | Meat Judging | Milk Quality and Dairy Foods | Natural Resources | Nursery/Landscape | Poultry Judging | Small Engines | Vet Science | Vegetable Crops | Marketing | Agricultural Welding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OMR 100 Question Exam | x | | | | | | | | | | x | | | | | | | | | | | | | | | | | X | | x | x |
| OMR Beef Grading Score Cards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR Judging Score Cards | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | |
| OMR Keep-Cull Cards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR Land | | | | | | | | | | | | | | | | | | | x | | | | | | | | | | | | |
| OMR Materials Portrait | | | | | | | | | | | | | x | | | | | | | | | | | | | | | | | | x |
| OMR Meat Cut ID | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | |
| OMR Meat Quality Grading | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | |
| OMR Meat Yield Grading | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | |
| OMR Milk Cheese Identification Cards | | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | |
| OMR Milk Quality Cards (all) | | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | |
| OMR Milk Real vs Imitation Cards | | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | |
| OMR Question Cards 1-4 | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| OMR Question Cards A-E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR Question Cards A-F | | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | |
| OMR Score Cards | | | | x | | x | | x | x | | | | x | | x | | | | | | | | | | | | | | | | |
| OMR Score Cards - 4 digit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR/Barcode Judging Score Cards** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR/Barcode Keep-Cull Cards** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR/Barcode Question Cards 1-4** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Form | Agricultural Mechanics | Agricultural Pest Control | Ag Sales | Agronomy | Best Informed Greenhand | Citrus Judging | Computer Applications | Cotton Judging | Dairy Cattle Judging | Farm Business Management | Farm Power & Machinery | Farm Record Book | Floriculture | Forestry | Fruit Tree Judging | Fruit Tree Pruning | Grapevine Judging | Grapevine Pruning | Land Judging | Light Horse Judging | Livestock Judging | Meat Judging | Milk Quality and Dairy Foods | Natural Resources | Nursery/Landscape | Poultry Judging | Small Engines | Vet Science | Vegetable Crops | Marketing | Agricultural Welding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OMR/Barcode Question Cards A-E** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMR/Barcode Score Cards** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Poultry Carcass Parts ID** | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Poultry Judging Card** | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Poultry Reasons** | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Poultry Carcass Grading | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Poultry Eggs Exterior Grading | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Poultry Eggs Interior Grading | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |

* Hand scored, but bar code is provided for entry of the score (similar to a reasons score).

** Combined OMR and barcode form. Can be used with either method of entry.


Agronomy (Red) - Version: 2.08
Home
Create
External Data
Database Tools
Add-Ins
Score Entry
Materials
Admin
Tabulations
Setup
Results
Official Scores
Menu Commands
Create Contest Materials
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.
Class
Seed 1
Format
Barcode Judging Score Cards
Barcode Labels 1/2 sheet
Barcode Labels 1/3 sheet
Barcode Labels 5160
Barcode Materials Label - Landscape
Barcode Materials Label Portrait
Barcode Question Cards (ABCDE)
Barcode Question Cards (blanks)
Barcode Sample Card
SortBy
Sort By Group
Filter
Print
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 _Team will be blank.)
3) Materials are sorted by group by default (see contest setup).
4) Bar coding and OMR requires fonts to be installed.
5) At least some contestants must be entered to print materials.
Generate Contestants
Contestants: 34
Form View
Num Lock

### Name Tags

Are printed in a standard 8 per page (2 up) format. Standard Avery forms can be used or simply use heavy paper and cut apart.

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 1
Name: _____
Group: 1

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 3
Name: _____
Group: 2

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 4
Name: _____
Group: 3

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 9
Name: _____
Group: 4

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 10
Name: _____
Group: 5

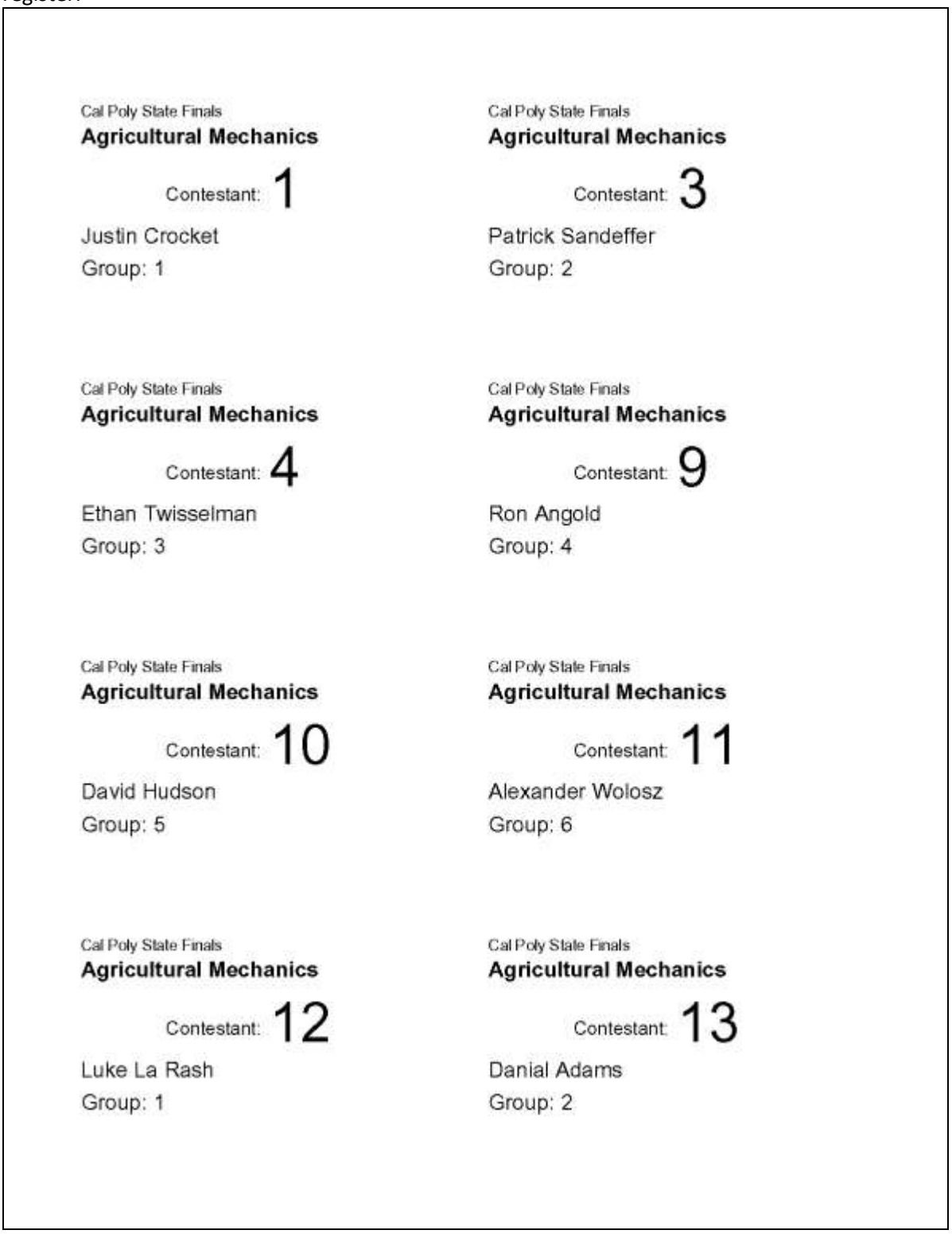
Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 11
Name: _____
Group: 6

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 12
Name: _____
Group: 1

Cal Poly State Finals
**Agricultural Mechanics**
Contestant: 13
Name: _____
Group: 2

### Name Tags with Pre-printed Name

This version of the name tag includes the students name and would be appropriate if the students pre-register.



### Registration Cards

Registration cards are printed in landscape orientation, 3 per page. If names are entered then they are printed on the form. Cards can be printed on perforated stock like the judging cards.

### Team Registration Cards

Use these cards to collect the contestant number and team name when not pre-registering contestants. These cards are then used to enter actual teams into the tabulation program. One report is printed in landscape orientation and prints 6 cards per page (use judging card stock) and the other option is 8/page portrait orientation. Only on page is created with the contest information, print copies as needed.

### Scantron ½ Sheet

Half sheet Scantron forms can be pre-printed with the Class, Group, and Contestant number. This information prints roughly in the information box area.

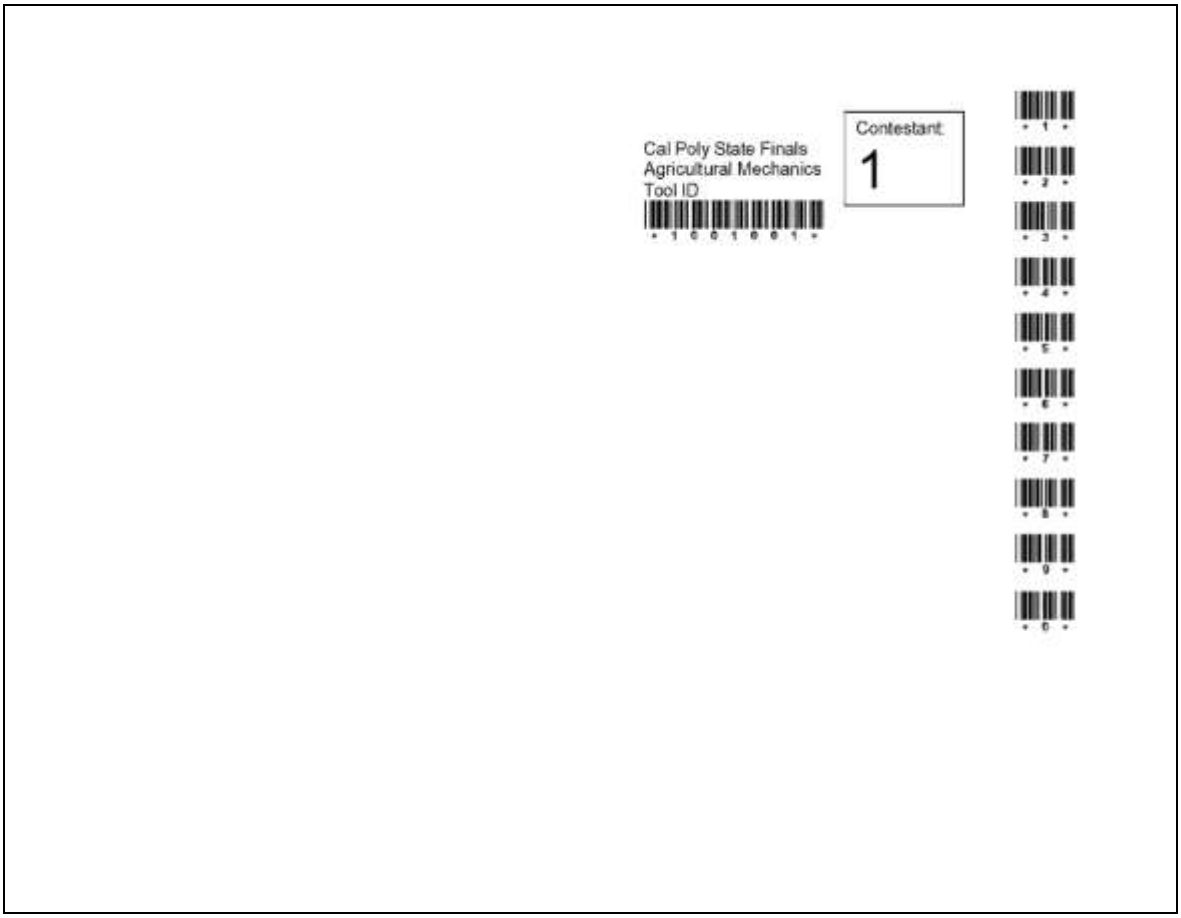
### Scantron Quiz Strip

Quiz strip Scantron forms can be pre-printed with the Class, Group, and Contestant number. These are useful for classes with 15 or less questions. This information prints roughly in the name area at the bottom of the form. The form also has a place for a subjective score. They can be used for a class with a scored project and a few questions. The Scantron machine will add the question scores to the subjective score.

# Bar-coded Materials Labeling

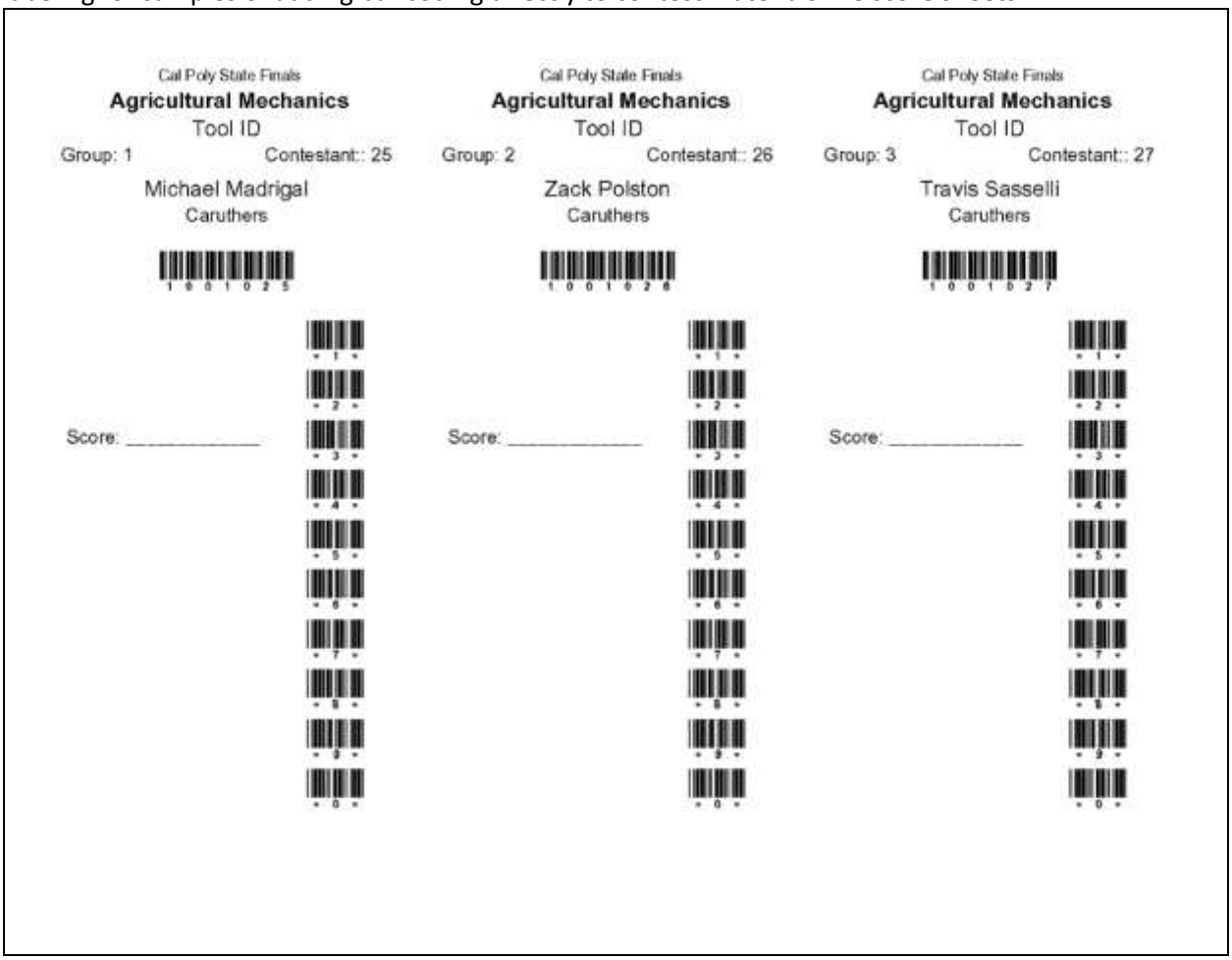
### Scantron Full Sheet

Full sheet Scantron forms can be printed with bar coding. Use form 888. A portrait version is also available.



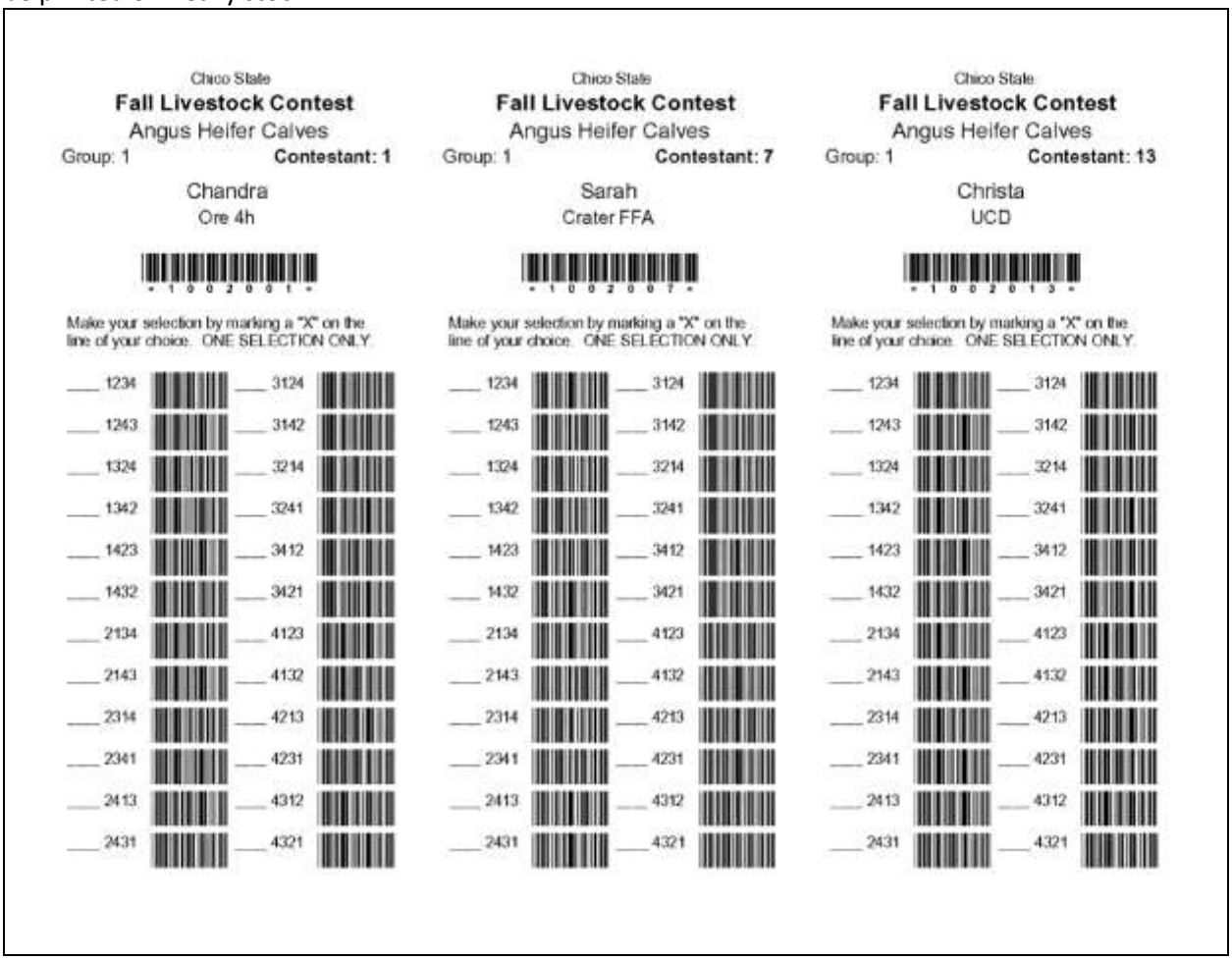
## Bar-coded Score Cards

These generic score cards can be used for reasons or any contest class that is hand scored. The score is manually written on the card at the contest site then scanned at tabulations. See Bar coded materials labeling for samples of adding bar coding directly to contest materials like score sheets.



## Bar-coded Judging Cards

These judging cards reduce the time and errors of entering contest placing for a class. The tabulations program automatically computes the contestants score. Card print in landscape orientation and should be printed on heavy stock.



Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 1**
Chandra
Ore 4h

Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 7**
Sarah
Crater FFA

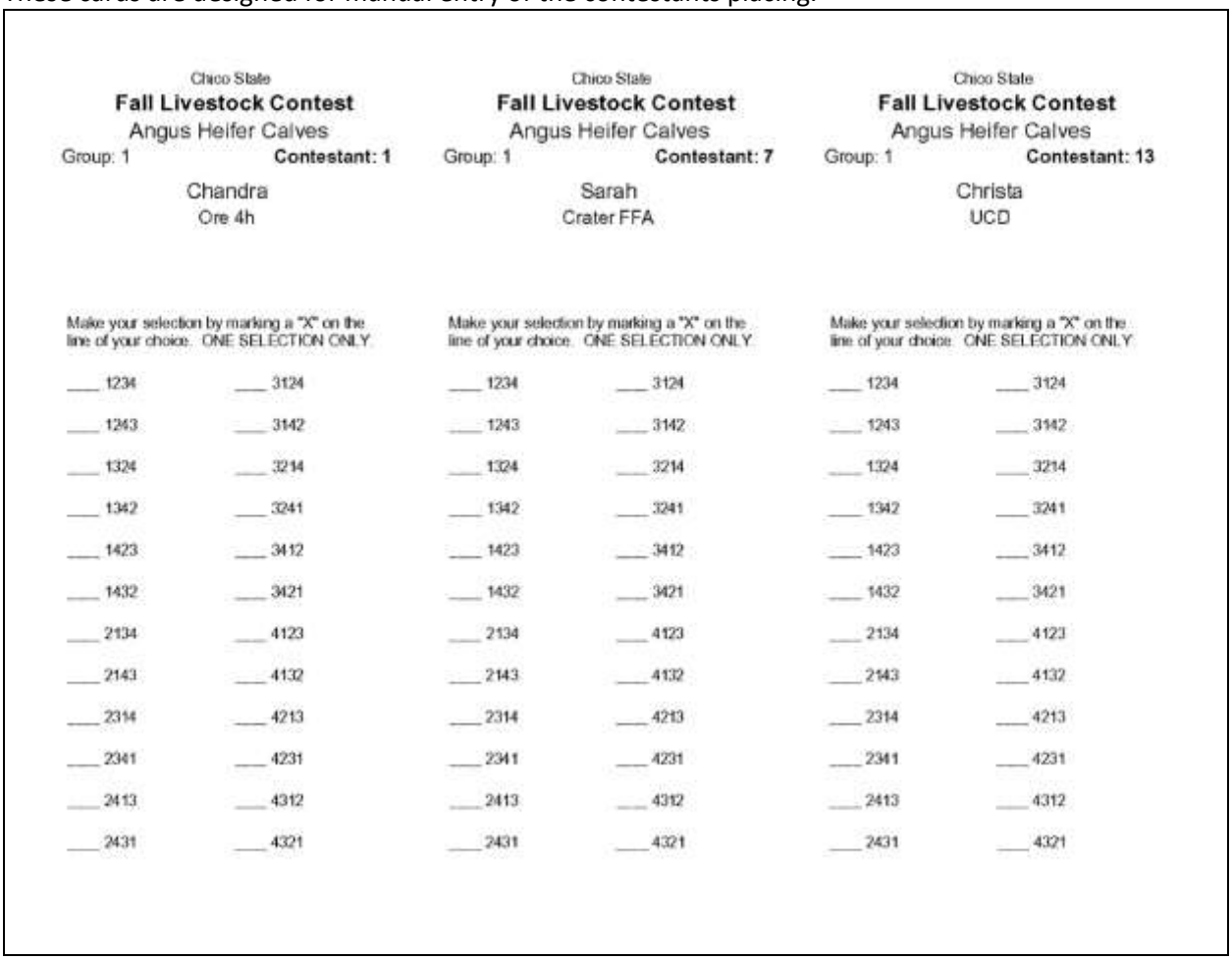
Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 13**
Christa
UCD

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY.

| | | | |
|---|---|---|---|
| 1234 | | 3124 | |
| 1243 | | 3142 | |
| 1324 | | 3214 | |
| 1342 | | 3241 | |
| 1423 | | 3412 | |
| 1432 | | 3421 | |
| 2134 | | 4123 | |
| 2143 | | 4132 | |
| 2314 | | 4213 | |
| 2341 | | 4231 | |
| 2413 | | 4312 | |
| 2431 | | 4321 | |

## Judging Cards

These cards are designed for manual entry of the contestants placing.



Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 1**
Chandra
Ore 4h

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY

| | |
|---|---|
| ___ 1234 | ___ 3124 |
| ___ 1243 | ___ 3142 |
| ___ 1324 | ___ 3214 |
| ___ 1342 | ___ 3241 |
| ___ 1423 | ___ 3412 |
| ___ 1432 | ___ 3421 |
| ___ 2134 | ___ 4123 |
| ___ 2143 | ___ 4132 |
| ___ 2314 | ___ 4213 |
| ___ 2341 | ___ 4231 |
| ___ 2413 | ___ 4312 |
| ___ 2431 | ___ 4321 |

Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 7**
Sarah
Crater FFA

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY

| | |
|---|---|
| ___ 1234 | ___ 3124 |
| ___ 1243 | ___ 3142 |
| ___ 1324 | ___ 3214 |
| ___ 1342 | ___ 3241 |
| ___ 1423 | ___ 3412 |
| ___ 1432 | ___ 3421 |
| ___ 2134 | ___ 4123 |
| ___ 2143 | ___ 4132 |
| ___ 2314 | ___ 4213 |
| ___ 2341 | ___ 4231 |
| ___ 2413 | ___ 4312 |
| ___ 2431 | ___ 4321 |

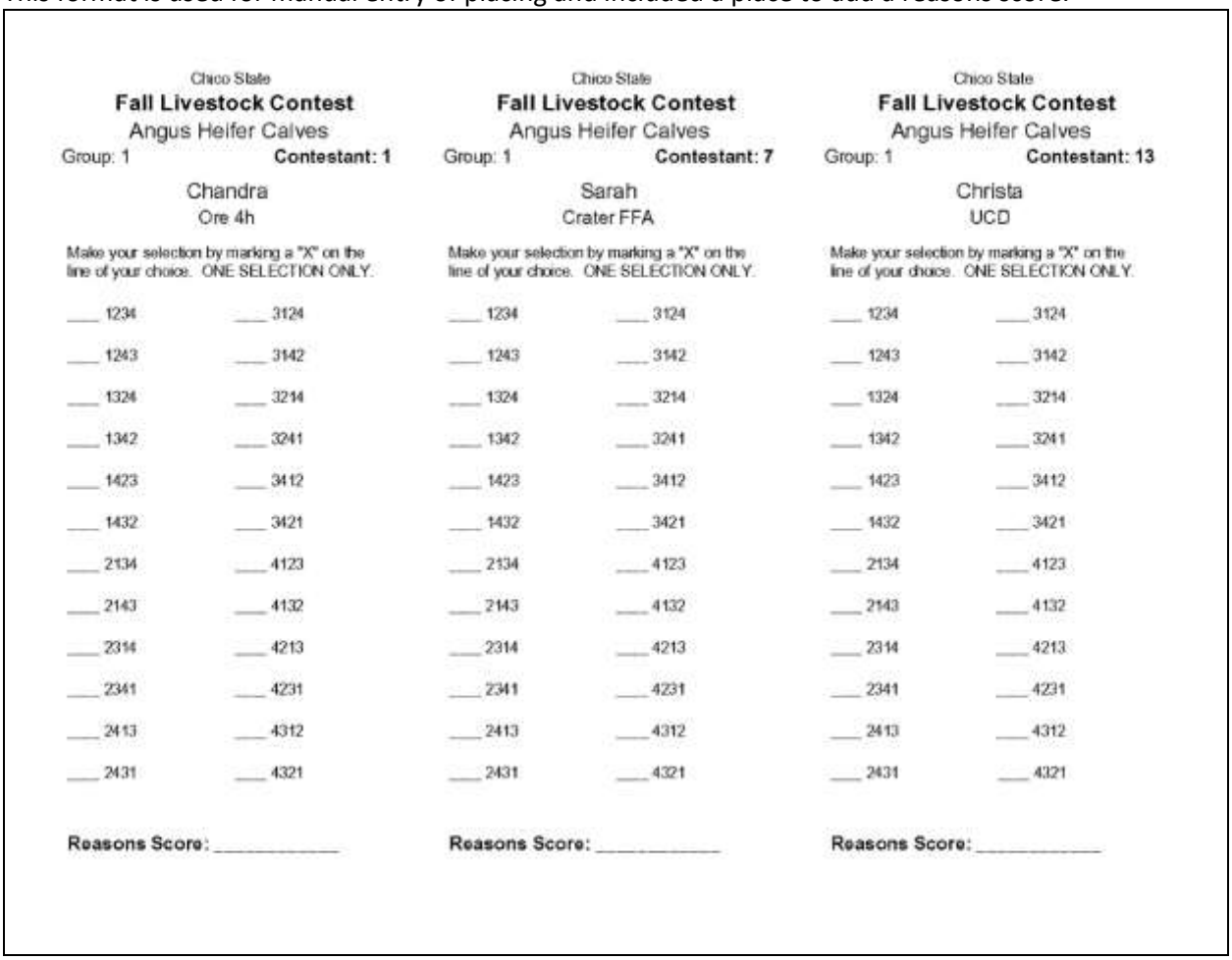
Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 13**
Christa
UCD

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY

| | |
|---|---|
| ___ 1234 | ___ 3124 |
| ___ 1243 | ___ 3142 |
| ___ 1324 | ___ 3214 |
| ___ 1342 | ___ 3241 |
| ___ 1423 | ___ 3412 |
| ___ 1432 | ___ 3421 |
| ___ 2134 | ___ 4123 |
| ___ 2143 | ___ 4132 |
| ___ 2314 | ___ 4213 |
| ___ 2341 | ___ 4231 |
| ___ 2413 | ___ 4312 |
| ___ 2431 | ___ 4321 |

### Judging Cards with Reasons

This format is used for manual entry of placing and included a place to add a reasons score.



Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 1**
Chandra
Ore 4h

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY.

| | |
|---|---|
| ___ 1234 | ___ 3124 |
| ___ 1243 | ___ 3142 |
| ___ 1324 | ___ 3214 |
| ___ 1342 | ___ 3241 |
| ___ 1423 | ___ 3412 |
| ___ 1432 | ___ 3421 |
| ___ 2134 | ___ 4123 |
| ___ 2143 | ___ 4132 |
| ___ 2314 | ___ 4213 |
| ___ 2341 | ___ 4231 |
| ___ 2413 | ___ 4312 |
| ___ 2431 | ___ 4321 |

**Reasons Score:** _____

Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 7**
Sarah
Crater FFA

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY.

| | |
|---|---|
| ___ 1234 | ___ 3124 |
| ___ 1243 | ___ 3142 |
| ___ 1324 | ___ 3214 |
| ___ 1342 | ___ 3241 |
| ___ 1423 | ___ 3412 |
| ___ 1432 | ___ 3421 |
| ___ 2134 | ___ 4123 |
| ___ 2143 | ___ 4132 |
| ___ 2314 | ___ 4213 |
| ___ 2341 | ___ 4231 |
| ___ 2413 | ___ 4312 |
| ___ 2431 | ___ 4321 |

**Reasons Score:** _____

Chico State
**Fall Livestock Contest**
Angus Heifer Calves
Group: 1 **Contestant: 13**
Christa
UCD

Make your selection by marking a "X" on the line of your choice. ONE SELECTION ONLY.

| | |
|---|---|
| ___ 1234 | ___ 3124 |
| ___ 1243 | ___ 3142 |
| ___ 1324 | ___ 3214 |
| ___ 1342 | ___ 3241 |
| ___ 1423 | ___ 3412 |
| ___ 1432 | ___ 3421 |
| ___ 2134 | ___ 4123 |
| ___ 2143 | ___ 4132 |
| ___ 2314 | ___ 4213 |
| ___ 2341 | ___ 4231 |
| ___ 2413 | ___ 4312 |
| ___ 2431 | ___ 4321 |

**Reasons Score:** _____

### All Bar-coded Judging Cards

All classes marked as judging are printed in contestant/class order. This routine is designed primarily for contests like livestock where packets are handed out to contestants.

### All Bar-coded Reasons Cards

All classes marked as tie breaker (reasons) are printed as score cards sorted in contestant/class order. This routine is designed primarily for contests like livestock where packets are handed out to contestants. You can control which classes are printed by changing the tie breaker flag in the Setup | Contest Titles/Classes screen (BE SURE TO RESET BEFORE STARTING TABULATIONS).

### Print Placing with Reasons

This special form of a bar-coded judging card will print a ½ sheet card with both placing and reasons bar codes. Classes must be setup such that the reasons class follows the placing class. For example Class 01 is sheep placing and Class 02 the sheep reasons.

### Questions Cards

The bar coded format of the questions cards can be scored by the tabulations program. To use these cards set up the class as a questions class so the entry screen will prompt for the answers. Enter the key under Setup | Enter Questions Key. The key can be entered at any time before results are printed.

## Optical Mark Recognition (OMR) Materials

A variety of OMR forms can be printed by the program. These are designed to be used by Remark software (a commercial product) with the templates that are packaged with the program. Remark can be used either to scan in a score (ex. Placing or score cards) or to grade an exam. Scanning scores is the simpler process, Remark captures the score (or placing) and the contestant information (from the barcode) and exports the data into a file that can be imported into the tabulations program. Exams are graded by first scanning an answer key, then the exams.

OMR forms should be printed on white paper to insure the proper contrast is provided for the scanner. Processing of OMR forms is also dependent on the Class Type.

### OMR Forms Descriptions

See section on using Remark for details on how to scan and score these forms.

| Name | OMR Template File | Description |
|---|---|---|
| OMR 1/2 Sheet Judging Card | V6_Placing_Card | 1/2 page judging card with OMR scoring. Used for Poultry/Meats |
| OMR 1/2 Sheet Score Card | V6_Score_Card_2_digit_half_Sheet | 1/2 page score (reasons) card with OMR scoring. Use for Meats and Poultry. |
| OMR 100 Question Exam | V6_100_Question_Exam, V6_100_Question_Exam_Multiple* | 100 multiple choice questions. Use the "multiple" template if the contest allows for multiple answers (Ex. "AB") per question. |
| OMR 25 Question Exam | V6_25_Question_Exam, V6_25_Question_Exam_Multiple* | 25 multiple choice questions. Use the "multiple" template if the contest allows for multiple answers (Ex. "AB") per question. |
| OMR 25 Question Exam - Subjective | V6_25_Question_Exam_Subjective | Must be graded using Remark Easy Grade then imported as a normal class. |
| OMR 25 Question Half Sheet | V6_25_Question_Exam_Half_Sheet | 25 multiple choice questions printed on a half-page. |
| OMR 50 Question Exam | V6_50_Question_Exam, V6_50_Question_Exam_Multiple* | 50 multiple choice questions. Use the "multiple" template if the contest allows for multiple answers (Ex. "AB") per question. |
| OMR 50 Question Exam - Subjective | V6_50_Question_Exam_Subjective | Must be graded using Remark Easy Grade then imported as a normal class. |
| OMR 60 Item ID Sheet | V6_ID | 60 Question ID. Hand scored, but coded for OMR and Barcode entry. |
| OMR 75 Question Exam | V6_75_Question_Exam, V6_75_Question_Exam_Multiple* | 75 multiple choice questions. Use the "multiple" template if the contest allows for multiple answers (Ex. "AB") per question. |
| OMR 80 Item ID Sheet | V6_ID | 80 Question ID. Hand scored, but coded for OMR and Barcode entry. |
| OMR Agronomy Disorders and Diseases | V6_Agronomy_Disorders | OMR full page Disorders and Diseases form. Need to have point values set in tabulations program. |

| Name | OMR Template File | Description |
|---|---|---|
| OMR Agronomy Insect ID | V6_Agronomy_Insect_ID | OMR full page insect ID form. Need to have point values set in tabulations program. |
| OMR Beef Feeder Grading Score Cards | V6_Beef_Feeder_Grading | 1/3 page OMR Beef Feeder grading card. |
| OMR Beef Slaughter Grading Score Cards | V6_Beef_Slaughter_Grading | 1/3 page OMR Beef Slaughter grading card. |
| OMR Judging Score Cards | V6_Placing_Card | 1/3 page OMR card with placings. |
| OMR Keep-Cull Score Cards | V6_Keep_Cull | 1/3 page OMR card with Keep/Cull. |
| OMR Land Score Cards - Both Sides | V6_Land_Judging_Card_Duplex2015 | RECOMMENDED. Use with duplex printers and copiers. Need to have point values set in tabulations program. |
| OMR Land Score Cards - Front Only | V6_Land_Judging_Card_Duplex2015 | Back side of the score sheet can be photo copied then front side encoded with this format. |
| OMR Materials Portrait | V6_OMR_Portrait_4_digit | For encoding score sheets for OMR entry. |
| OMR Meat Carcass Quality Grading | V6_Meat_Carcass_Quality_Grading | 1/2 Sheet grading OMR form |
| OMR Meat Carcass Yield Grading | V6_Meat_Carcass_Yield_Grading | 1/2 Sheet grading OMR Form |
| OMR Meat Cut ID New 30 cuts - Back Side | V6_Meat_Cut_ID_30_2014_Duplex | Print one page and copy on backside of form. |
| OMR Meat Cut ID New 30 cuts - Both Sides | V6_Meat_Cut_ID_30_2014_Duplex | Use with duplex printers and copiers. RECOMMENDED. Need to have point values set in tabulations program. |
| OMR Meat Cut ID New 30 cuts - Front Side | V6_Meat_Cut_ID_30_2014_Duplex | Print on preprinted backsides. |
| OMR Meat Question Cards A-F | V6_Questions-6 | 1/3 sheet OMR questions card with options A-F |
| OMR Milk Cheese Identification Cards | V6_Dairy_Prod_Cheese_ID | 1/2 Page OMR card for Cheese ID |
| OMR Milk Fat Content | V6_Dairy_Prod_Milk_Fat_Content | 1/2 Page OMR card for Milk Fat Content |
| OMR Milk Quality Cards (leave class blank) | V6_Dairy_Prod_Milk | 1/2 Page for milk quality samples. Don’t' select a class the all 4 classes will print at once. |
| OMR Milk Real vs Imitation Cards | V6_Dairy_Prod_Real-Im | 1/2 Page OMR card for Real/Imitation |

| Name | OMR Template File | Description |
|---|---|---|
| OMR Poultry Carcass Parts ID | V6_Poultry_Parts_ID | Full page form with contest information |
| OMR Poultry Eggs Exterior Grading | V6_Poultry_Exterior_Egg_Grading | Card prints with form and contest information |
| OMR Poultry Eggs Exterior Grading (15) | V6_Poultry_Exterior_Egg_Grading | Card prints with form and contest information. 15 eggs |
| OMR Poultry Eggs Interior Grading | V6_Poultry_Interior_Egg_Grading | Card prints with form and contest information |
| OMR Poultry Eggs Written Factors | V6_Poultry_Written_Factors | 1/2 Page. Can be scored as OMR but technically this is not correct. OMR Key scoring will award points only on a match with the official key. Use a multiplier of 3.333. Officially 3 points are deducted for each miss-match until 50 points have been deducted. Hand scoring is required to use this method. Use Normal for hand scoring. |
| OMR Poultry Further Processed - Bone In | V6_Poultry_Bone-in_Defects | 1/2 Page. Can be scored as OMR but technically this is not correct. OMR Key scoring will award points only on a match with the official key. Use a multiplier of 5. Officially 3 points are deducted for each miss-match until 50 points have been deducted. Hand scoring is required to use this method. Use Normal for hand scoring. |
| OMR Poultry Further Processed - Boneless | V6_Poultry_Boneless_Defects | 1/2 Page. Can be scored as OMR but technically this is not correct. OMR Key scoring will award points only on a match with the official key. Use a multiplier of 5. Officially 3 points are deducted for each miss-match until 50 points have been deducted. Hand scoring is required to use this method. Use Normal for hand scoring. |
| OMR Poultry RTC Carcass Grading | V6_Poultry_Carcass_Grading | 1/2 page card prints with form |
| OMR Question Cards 1-4 | V6_Questions-4 | 1/3 page OMR questions card with 1-4 options. Use where the question relates to a class of 4. |

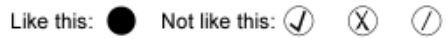
| Name | OMR Template File | Description |
|---|---|---|
| OMR Question Cards A-E | V6_Questions-5 | 1/3 page OMR questions card with A-E options. Use where the question relates to a class of 4. |
| OMR Score Cards | V6_Score_Card_2_digit | 1/3 page OMR score card that accepts up to 2 digit scores. |
| OMR Score Cards - 4 digit | V6_Score_Card_4_digit | 1/3 page OMR score card that accepts up to 4 digit scores. |
| OMR Swine Grading Score Cards | V6_Swine_grading | 1/3 page OMR score card for swine grading. |
| OMR/Barcode Judging Score Cards | V6_PlacingCardCombined | 1/3 page score with OMR and Barcode coding. Used only if reading method is unknown. |
| OMR/Barcode Keep-Cull Cards | V6_Keep-Cull | 1/3 page score with OMR and Barcode coding. Used only if reading method is unknown. |
| OMR/Barcode Question Cards 1-4 | V6_Questions-4 | 1/3 page with OMR and Barcode coding questions card with 1-4 options. Use where the question relates to a class of 4. |
| OMR/Barcode Question Cards A-E | V6_Questions-5 | 1/3 page with OMR and Barcode coding questions card with A-E answers. A multiple choice form with 10 questions. |
| OMR/Barcode Score Cards | V6_ScoreCard_2_digit | 1/3 page with OMR and Barcode coding card for 2 digit scores. Use for reasons. |

* Allows for multiple responses per question (ex. AB or BD).

### Contestant Instructions

Contestants using OMR cards should be instructed on how to complete the forms. Forms maybe completed with pencil or pen, but pencil is recommended since it can be changed. In most cases multiple choices are not allowed and they will the found during the scanning process. However, some forms will not view extra marking as an exception.

Bubbles should be completed as shown below:



# Other Materials

### Rotation Sheets

For contests with a single rotation (groups are equal or greater than the number of classes) this report will print a rotation schedule

### Class Signs

Class signs are simple 8 ½ x 11" signs with the contest name and class title. These are useful to post at the contest site.

### Mail Merging Custom Contest Materials

Materials can also be created from MS-Word and labeled using the mail merge feature in Word. A query in the database contains all the information needed to serve as a data source for creating custom score sheets with contestant numbers, class, and other data. In Word or similar program attach the database then choose the query "ContestMaterialsLabelingClassesQuery". Note: generate or enter contestants before using the data source.

# Printing "Official" Cards

Cards to enter some of the "official" placing can be printed. These are similar to the actual judging cards, but have "Official" on heading. For the Land contest use Generic Land Score Cards by Class.

### Print Official Judging Cards

A 1/3 page "official" card is printed for each class marked as a judging class.

### Print Livestock Official Cards

Official cards are printed for Beef Grading, Swine Grading, and Keep/Cull.

# Organizing Post Contest Materials

The tabulations program can print standard mailing labels and packet sheets that are useful for organizing materials to be returned to the competing teams.

### Packet Sheets

Packet sheets print the school (team) name and the contestants with the contestant numbers. These are useful for sorting numbered contestant materials into "packets" for return to the team.

### Packet Labels

Prints the team name on standard 5160 labels.

# Contestant Entry

## Contestant Entry

Contestants are entered using the Setup | Contestant Entry form (below). The team name is entered then each contestant name is entered. Results print using this data so it should be entered in the same way that you want it to appear in the results. Contestant numbers must match the contest materials. Contestant numbers need not be in order for the results to print properly. Print the contestant list to proof your entries.

**Note:** Contestants can be imported from a text file (See Admin section) and then edited in this screen. Delete teams or contestants that are "no shows" to prevent reporting.

Contestant Entry with Team Groups

Contestant Entry with Contestant Groups

### Changing Contestant Information

If you have pre-entered teams from pre-registration information or need to make a change to a team or name use the Contestant Entry window. If a team is deleted or a contestant is deleted then all scores associated with these entries will also be deleted. Changing a contestant number will also cause any associated scores to be lost. If a contestant is entered under the wrong team you can change the team in the Setup | Setup Groups / Order screen without losing any data associated with the contestant number.

"Set Team Options" provides a quick way to check and maintain team attributes.

### Deleting Contestants and Teams

To delete a team, select the team, and then click on the delete button in the tool bar. To delete a contestant, select the contestant row, and then click on the delete button in the tool bar. IMPORTANT: Delete ALL blank teams and contestants before starting tabulations.

### Alternates

FOR THE PURPOSE OF THIS PROGRAM ALTERNATES ARE INDUVIDUALS COMPETING IN THE CONTEST FOR PRATICE AND ARE NOT SCORED AS A TEAM. This DOES NOT include the those team members who are not counted in the team score in contests that use the top 3 of four team members to calculate the team score. Use the guidelines below in entering alternates.

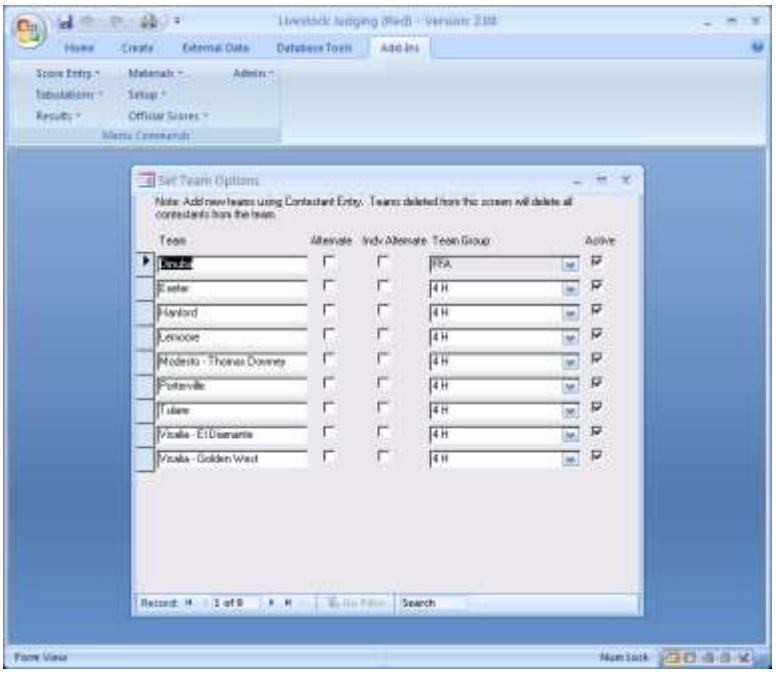
| Situation | Enter As | Reporting |
|---|---|---|
| Multiple teams per school only one will compete for prizes, additional teams will compete for individual awards | Enter the competing team normally, enter other teams with the **Individual Alternate box checked** | Alternate teams are reported together on results, no team score or placing, not shown on team results report |
| Multiple teams per school only one will compete for prizes, additional teams will NOT compete for individual awards | Enter the competing team normally, Enter other teams as together with the **Alternate Team box checked** | Alternate teams are reported together on results, no team score or individual placing, not shown on team results report |
| Multiple teams per school and all teams/contestants compete for prizes | Enter each team with a designation in the Team field like "Clovis A", "Clovis "B". Alternate boxes are NOT checked. | Teams are reported on results as if they are separate teams. |
| Individual alternates | Enter as separate teams or group into teams. Enter the team name after contest name in the contestant name field (Ex. Mike Jones – Clovis). **Alternate Team** box is checked. | Alternate teams are reported together on results, no team score or individual placing, not shown on team results report |
| Report Tabulations | Defaults to checked. | Uncheck to exclude the team from tabulations (ex. disqualified teams, or for Sub contest Grouping below) |

Alternate boxes can be checked or unchecked after tabulations are begun.

The “Report Tabulations” flag can be used to disqualify a team (dropped from tabulations, but retained in the program). The Team group screen automatically maintains this flag as a means of determining what group to print.

## Setting Team Options

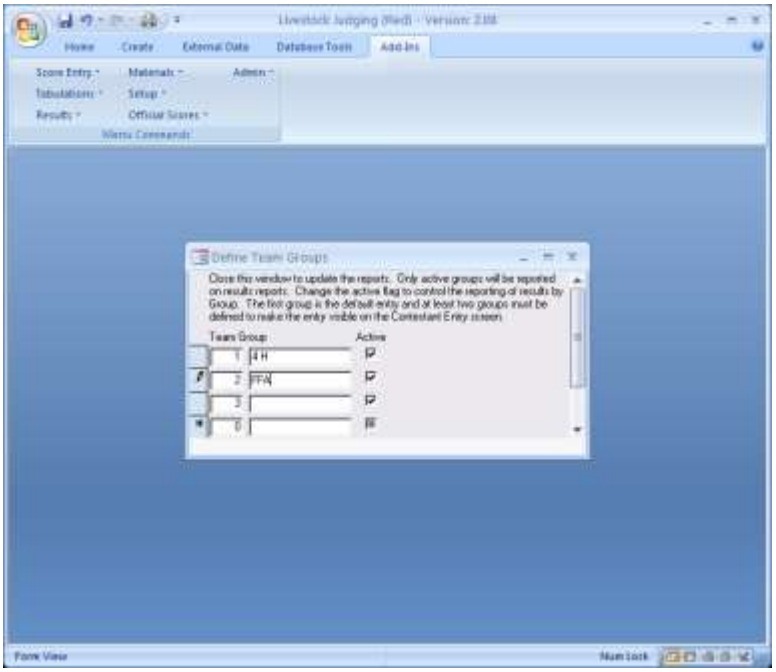
Team options can be quickly checked or set using the Set Team Options screen on the Setup menu. This screen is handy for checking team groups or manually setting active teams.



## Grouping Teams for Results Reporting

Multiple contests can be run in a single tabulations program using the team grouping feature; for example FFA Chapters and 4H clubs. The program is delivered with one group (default) which will be automatically assigned to each team. If multiple groups are created (see Setup | Setup Team Groups) they can be assigned to each team in the Enter Contestants screen. The Team Groups are used to set the "Report Tabulations" flag in the Enter Contestants screen. Teams in all groups marked as active in the Setup Team Groups screen will be marked as Report Tabulations. One or more groups can be marked as active to create multiple sets of results. The Team Group screen is also available under Results | Set Results for Team Groups.

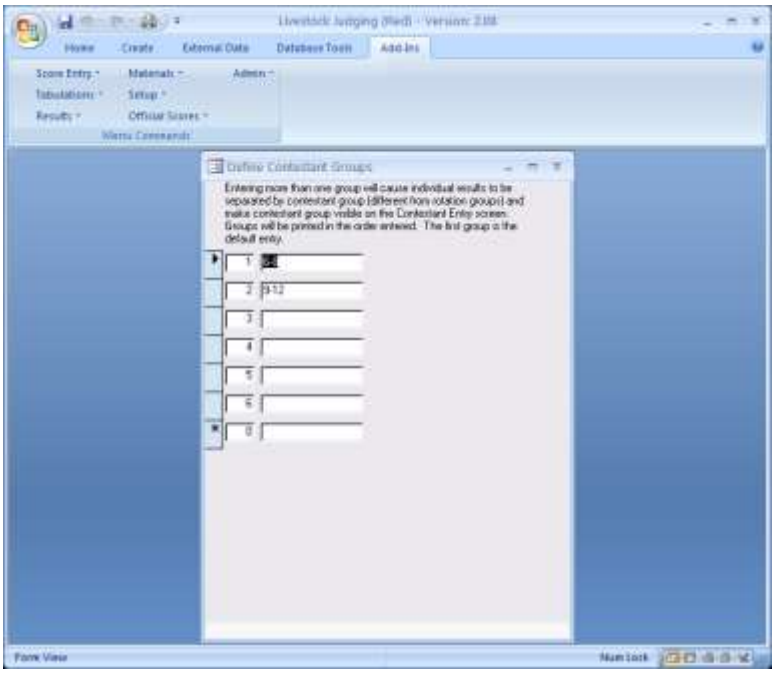
Notes: Results reports show Team Group if multiple groups are assigned to teams. Groups are also shown on the Contestant List. If only one group is defined then the option on the contestant entry screen is hidden.



## Grouping Contestants for Individual Results Reporting

Contestants can be grouped for the purpose of reporting high individuals within a group other than teams. Commonly these are used by 4H to separate age groups. This grouping only affects individual results and individual sub contest results. The Results Summary also ignores contestant groups reporting only the top individuals.

Note: If only one group is setup then the entry of contestant group is hidden on the contestant entry screen.

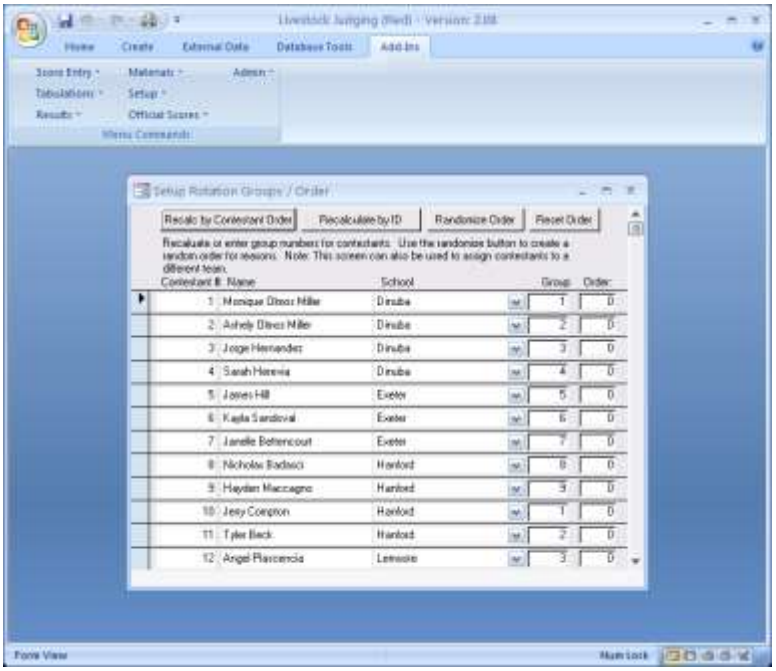



See the sample below of entering contestant group during contestant entry.

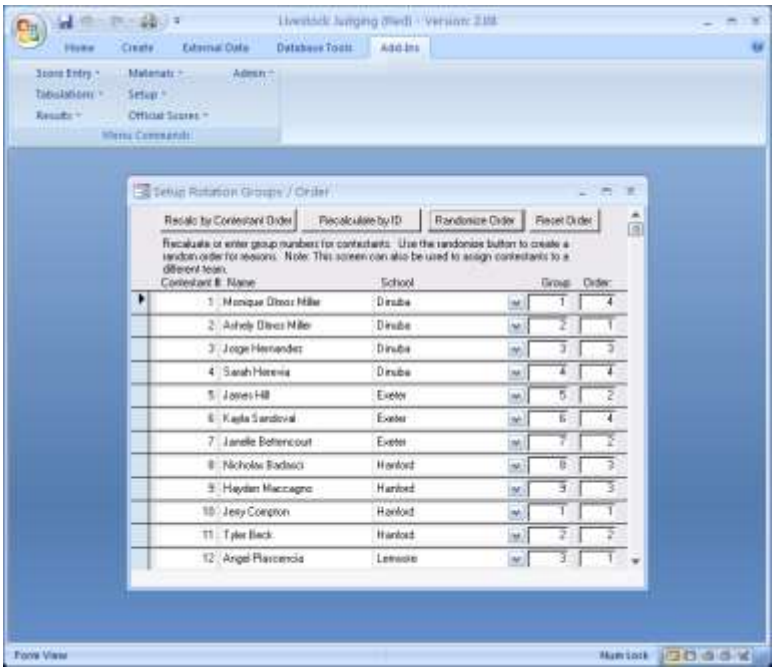
## Setup Rotation Groups

Rotation groups can be automatically generated by entry order or by contestant ID value. The number of groups is entered in the Contest Titles Setup Screen. These methods vary slightly but groups may be significantly different if some contestant numbers are not used. For example with 6 groups:

| Contestant Number | Group By ID | Group By Contestant Number |
|---|---|---|
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 4 | 3 | 4 |
| 5 | 4 | 5 |
| 7 | 5 | 1 |
| 8 | 6 | 2 |



Group Assignment



Group Assignment with Random Order Set for Reasons

Group numbers can be changed manually at any time if a contestant is rotating in the wrong group. Group numbers are printed on Name Tags and contest materials to aid in separating contestants into groups. Group numbers are used in entry by group and can be changed from the entry screen.

Note: A contestant can be moved to another team on this screen without deleting the contestant (which deletes scores). Simple choose the new team from the drop down box (team must exist). This feature is useful when contestants are pre-registered and teams change during registration.

## Contestant Reports

| | |
|---|---|
| Print Contestants | Prints a list of contests by Team. Use this list to double check that each team has been entered properly. If multiple team groups are use then report is sorted by team group. Contestant groups will be shown if used. |
| Print Contestants Alpha | Lists contestants in alphabetical order. |
| Print Group List | Contests are listed by rotation groups. Useful in locating contestants during the contest. |
| Print Judge's Sheet | Print contestants by group with a place for the reasons taker to write in the score. A random order can be set or manually entered for the reasons classes. The Judge's Sheet prints the contestants sorted by group, order, and contestant number (see Setup\| Print Judge's Sheet). Clicking on the Randomize Order button will generate a unique random order each time it is clicked. Contestant order may be reset to zero by using the reset button. To generate a unique order for each set of Reasons: 1) Generate the random order for the contestants as described above. 2) Print the judge's sheet. 3) Repeat steps 1 & 2 for each reasons class.<br><br>Note: Like contest materials the judge's sheets may be printed prior to the contest without contestant names or with pre-entered names. If names are not entered a blank is provided. |
| Export Group Assignments | This option will export contestant numbers by group to MS-Excel allow the contest organizer to make custom rotation lists. This feature is often used with the randomize option to create random reasons order lists. |

# Score Entry Options

The program offers a variety of methods to enter scores. The method should be chosen based on available resources (both people and technology) and the size of the contest. Methods may be mixed in a single contest.

| Method | Strength | Weakness |
|---|---|---|
| Keyboard | Requires only a keyboard. Works well for entry of contest materials that are hand scored (e.g. project rubrics). For small contests this method is often simpler than the more automated methods. | For speed contest materials need to be sorted by contestant number before entry. Typical data entry errors are 5-10 per 1000 entries for experienced operators. Materials must be per-scored. |
| Bar-code | For judging cards entry method is fast and had a very low error rate. Provides scoring of materials such as grading classes. Sorting of materials is not required before data entry. | Requires light pens. Materials must be pre-printed with bar codes. For materials other than judging cards error rates are similar to keyboard entry. |
| OMR | Fast and accurate. Removes most of the data entry errors. | Requires scanners and software. Additional training is required. Improperly scanned forms will cause errors. Requires OMR forms. |

## Keyboard Entry of Scores

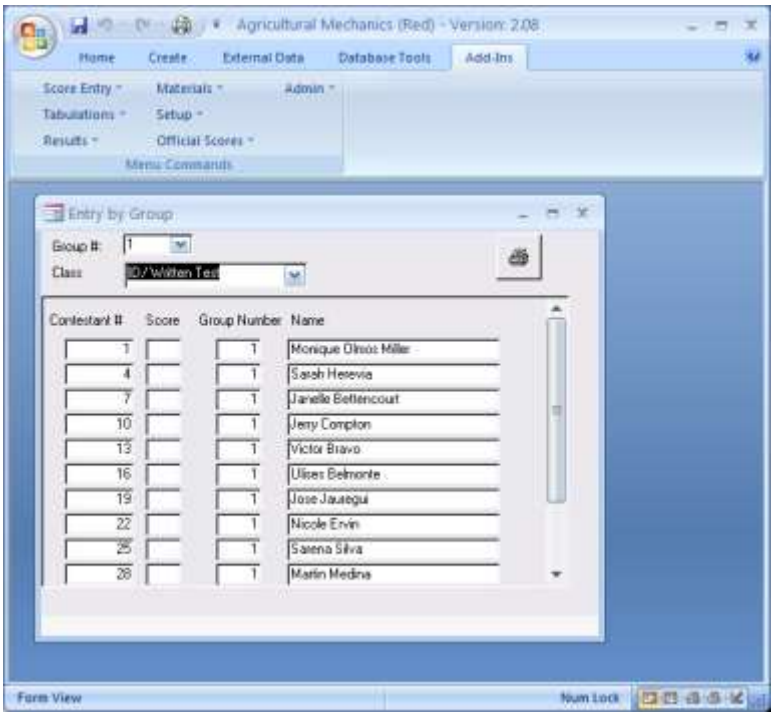
Scores may be directly typed in using several different entry screens. NOTE: Only normal class types can be entered using these screens.

### Entry by Group

This screen assumes that the scores are received from the contest by rotation group, that the groups have been setup in the tabulations program, and that the materials are sorted in contest order (no absolutely required, by helpful). The entry screen will prompt for Class and Group number. Then all the contestant numbers will be displayed and the scores for each contestant are keyed in. This is the fastest manual method since only the score is entered. Only valid contestant ID's are displayed. A double check sheet of the scores can be printed from this screen.

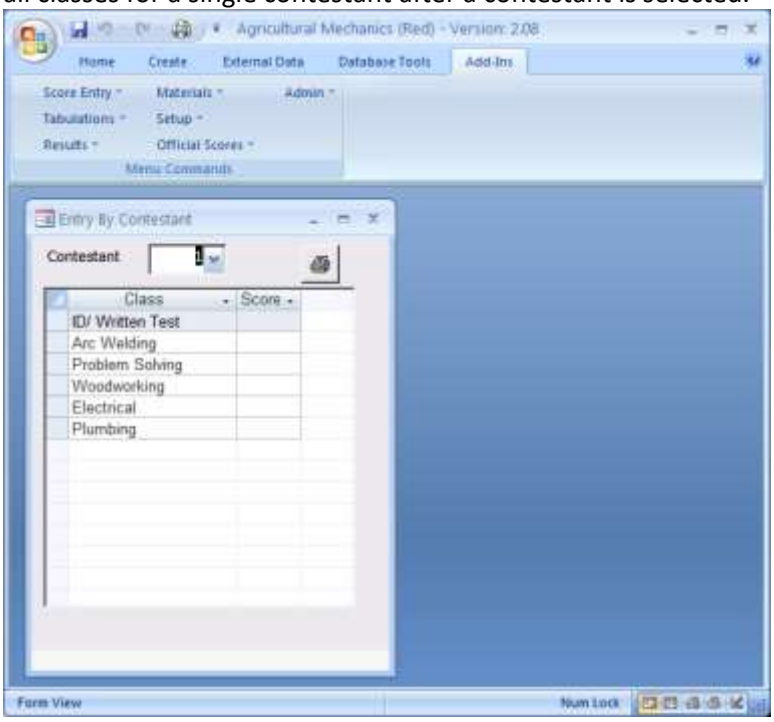
Entry by Group allows scores to be entered and double checked with each rotation in the contest. The print button will print the double check sheet for the class and group.

Note: the group of the contestant can be changed in the entry screen in the event the contestant is rotating with the wrong group.



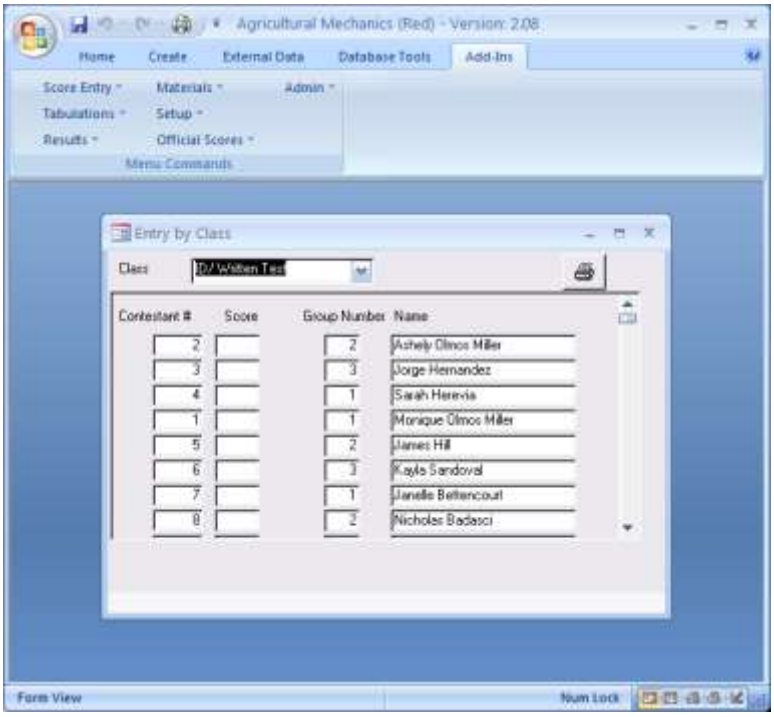

## Entry by Contestant

The Entry by Contestant screen is primarily designed for entering an occasional score and allows entry of all classes for a single contestant after a contestant is selected.



### Entry by Class

The entry by class screen is helpful for manual entry of scores from a single class that are not sorted by group. This may be useful when groups are mixed, or scores are held back until the end of the contest. The class is entered then scores are entered for each contestant.




### Manual Judging Entry

Contest classes with judged placing can be entered either as a score (see entry options above) or setup to enter the placing and the tabulations program will compute the Hormel score. The first three digits of the placing are entered instead of the score. NOTE: The judges placing may be adjusted any time prior to the final tabulations and the scores will be recomputed.

The placing score will appear in the Raw Tabulations report, but the computed score will appear in the final results allow judging cards to be double checked against the tabulations entry.

### Enter Missing Scores

This screen is similar to the entry by class, but only displays the missing scores in a class. This is a faster method of entry for entering a few "stray" scores.

## Bar Coded Form Entry Methods

### Bar Code Entry

Contest classes with judged placing or scores (ex. reasons) can be scanned in using this entry option. NOTE: The judges placing may be adjusted any time prior to the final tabulations and the scores will be recomputed. The Class/Contestant code is scanned then the placing bar-code is scanned. The results of the entry are displayed on the screen so they can be verified. The first three digits are entered so the entry can be verified or entered manually (if the bar code cannot be read).

The placing (first 3 digits) will appear in the Raw Tabulations report, but the computed score will appear in the final results allow judging cards to be double checked against the tabulations entry.

The number of prompts will change automatically from a single box for a judging score to three for each digit of a score card entry based on the judging class check box in the Contest Titles/Classes screen. This entry method can be used for all bard coded materials that use a simple 0-9 bar code.

The tab on this screen will automatically change to accept different types of classes depending on the class type and the Judging Class flag set in Setup | Contest Titles/Classes

All entries can be made using the keyboard (press enter after each entry). The Contestant Code consists of Contest Number (2 digits), Class ID (2 digits), and Contestant Number (3 digits). These parts are all verified for each entry.

Entry of a Placing Class

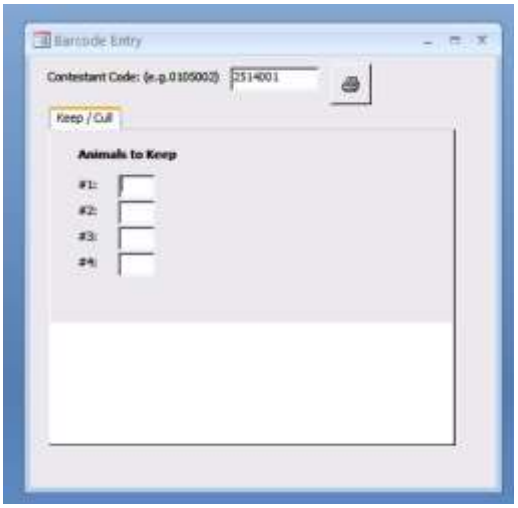
Entry of a Reasons or other Score Card.

Note: The number of digits that can be scanned is determined by the maximum score entered in Setup | Contest Titles/Classes. Up to four digits can be entered on this screen.

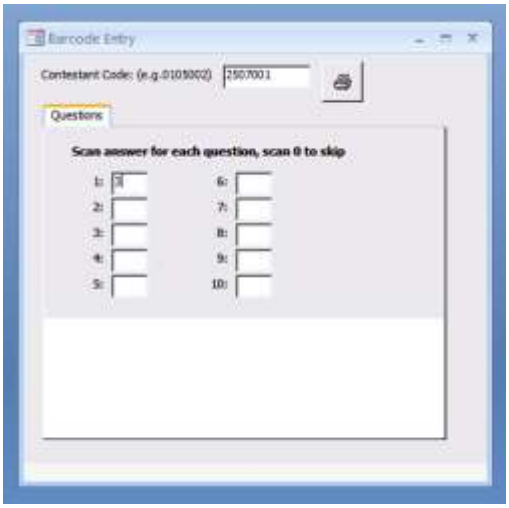
## Special Contest Specific Entry Screens

A number of contest specific entry screens designed to allow materials to be scanned and a score computed are available.

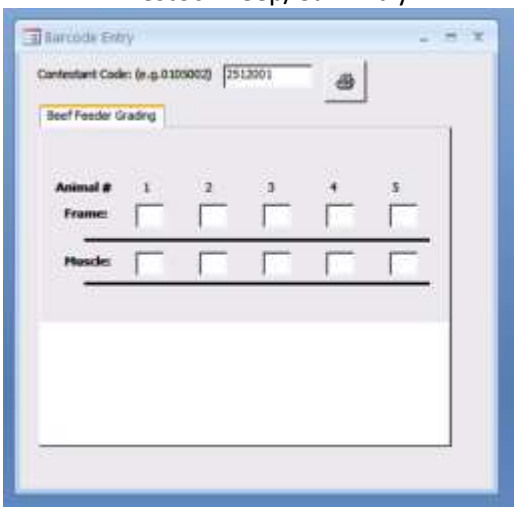
| Contest | Entry Screen | Comments |
|---|---|---|
| Livestock | Keep/Cull | Scan Marked animals. |
| | Beef Slaughter Grading | Scan choice for each animal |
| | Beef Feeder Grading | Scan choice for each animal |
| | Swine Grading | Scan choice for each animal |
| Dairy Products | Cheese | |
| | Real/Imitation | |
| | Milk | |



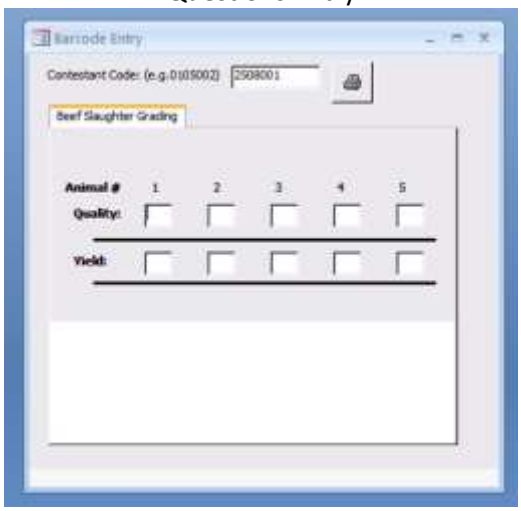

Livestock Keep/Cull Entry



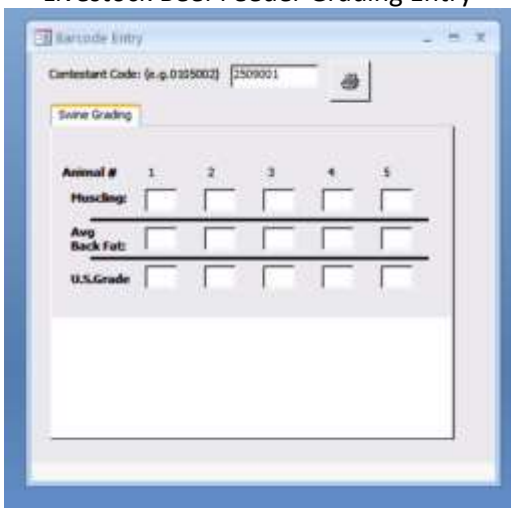

Questions Entry




Livestock Beef Feeder Grading Entry



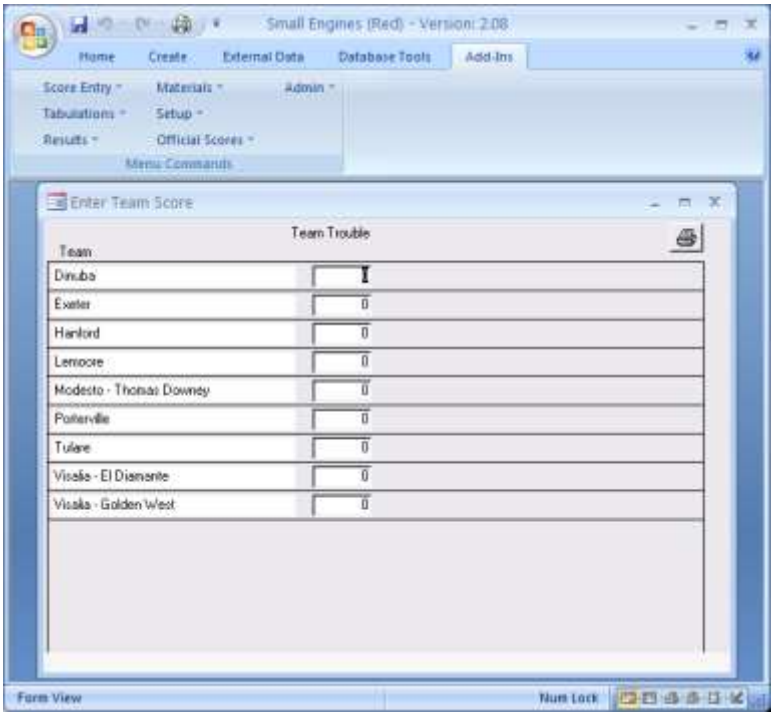

Livestock Beef Slaughter Grading Entry




Livestock Swine Grading Entry

## Enter Team Score

If the contest has a team event the scores for the team "class" or classes are entered here. No bar coded entry method is provided. Team scores are added to the individual scores to make the team total. Use the Print button to print a double check sheet. Up to four team scores can be entered. Score titles must be defined before scores can be entered. **NOTE: See results report for reporting team score details.**




## Print Entry Batches

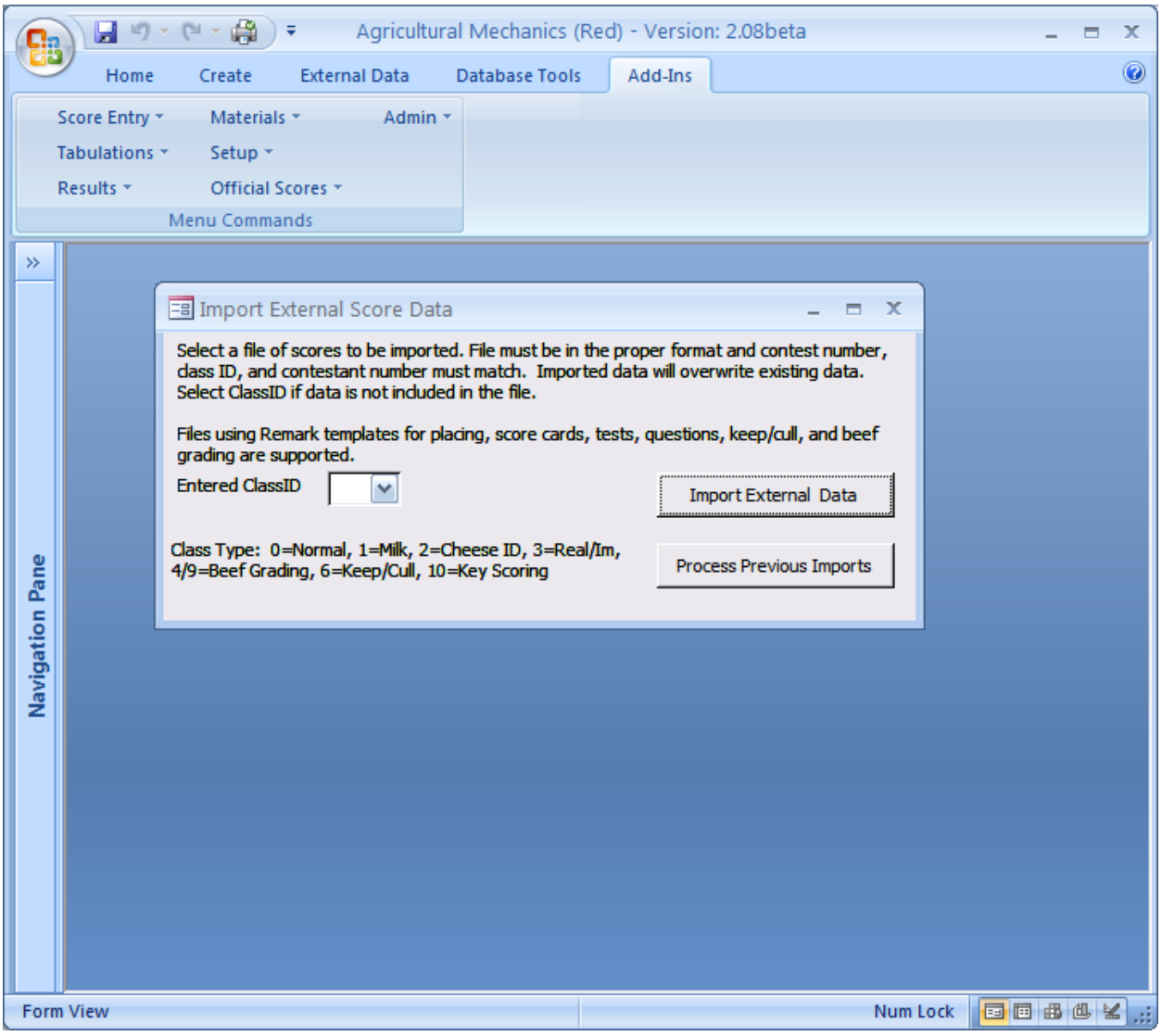
A batch number is assigned to each group of score entries. Generally, every time an entry screen is opened or a group is printed a batch is assigned. These batches can be printed anytime during the tabulations process. Normally, they would be printed as you enter for double checking the entries.

## Import External Score Data

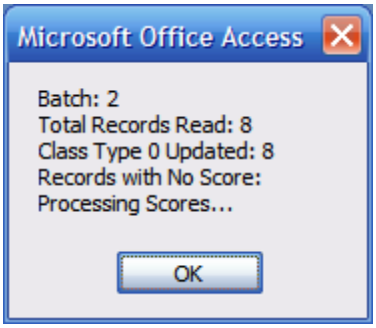
Data generated from an external source such as a scoring machine can be imported into the tabulations program. Data must conform to the format below (comma delimited). ID may be the Contestant Number, ClassID and Contestant Number (Ex. 01002), or for best protection against importing unwanted scores Contest Number, ClassID and Contestant Number (Ex. 2301002). Data will overwrite any existing scores. Contest Number and ClassID of the contest classes are shown in the Setup Titles/Classes screen.

```
ID,Score        (heading is optional)
1,45            (Contestant Number alone)
01002,34        (ClassID, Contestant Number
2301003,23      (Contest number, ClassID, Contestant Number)
```

Data will not be imported if ClassID, Contestant, or Contest Number does not match.



Import Screen



Summary of Import

See sections on Remark and GradeMaster.

### Processing of Imported Data

Data is processed differently for each class type (see Class Setup). All imported data is saved and can be reprocessed should the need arise in the same order as imported.

| Class Type | Processing | Expected data format |
|---|---|---|
| Normal | Data is imported directly as a raw score | ID, Score |
| Milk Defects | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Milk scores option. | ID, Defect1, Defect2, Defect3,Defect4, Defect5, Flavor1, Flavor2, Flavor3, Flavor4, Flavor5 |
| Beef Slaughter Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Animal1, Animal2, Animal3 Animal4, Animal5 |
| Beef Feeder Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Animal1, Animal2, Animal3 Animal4, Animal5, |
| Swine Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Animal1, Animal2, Animal3 Animal4, Animal5 |
| Keep Cull | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Animal1, Animal2, Animal3 Animal4 |
| Land | N/A. Note: OMR Land Cards use the Key Scoring Type. | |
| Questions | N/A | |
| Key Scoring | Data is imported for a variable number of questions. Source data must match the key. | ID, question1, question2, etc…. |
| Team Score | N/A | |
| Meat Quality Grading | Data is imported into a raw data table then processed. This is the same table used for | ID, Carcass1,Carcass2, Carcass3, Carcass4, Carcass5 |

| Class Type | Processing | Expected data format |
|---|---|---|
| | barcode entry. This table can be printed using the Print Raw Detail scores option. | |
| Meat Yield Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Carcass1,Carcass2, Carcass3, Carcass4, Carcass5 |
| Poultry Carcass Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Carcass1 through 10 |
| Poultry Interior Egg Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Eggs 1-10 |
| Poultry Exterior Egg Grading | Data is imported into a raw data table then processed. This is the same table used for barcode entry. This table can be printed using the Print Raw Detail scores option. | ID, Eggs 1-15 |

### Processing of Previous Imports

Data imported is stored in the database. You can reprocess all previously imported data by using the Process Previous Imports button. Records will be recalculated based on current keys and official scores.

# Test Keys and Official Scores

Any form or entry that will be scored within the program will require a key or official score be entered. These screens are all accessible via the Official Scores menu. Scoring is tied to Class Type.

## Enter Official Placing

Official placings can be entered at any time before final results are printed. Only judging classes are displayed in the screen. For each class enter the official placing and the cuts. Note: Default placing is 1234 with cuts of 0-0-0. If results show all scores as 50 then official placings have not been entered. If cuts exceed 15 all scores will be shown as zero.

## Print Official Placing

Official placing, cuts, and scores will be printed for classes marked as judging classes. NOTE: Classes can be marked as "judging", this report printed (to determine scores), then judging can be unchecked if manual entry of SCORED judging cards is desired.

## Print Official Placing Summary

Official placing and cuts will be printed for classes marked as judging classes.

## Enter Questions Key

If the bar coded questions cards are used (Class Type Questions), the answer key must be entered for correct scoring. Note: The class type is questions. Note: For cards labeled A-E actual scan code is 1-5 and the key must be entered using the numbers.

## Key Scoring

The Key Scoring class type prevents errors caused by using the wrong key to score exams. Using the wrong key commonly occurs when using test scoring software that requires the key to be scanned as the first form. Key Scoring also supports variable point values. It can be used with any form where points are awarded on the basis of matching the judges (correct) answer.

For classes of type Key Scoring the key must be imported or entered. Responses are numbered sequentially in the same order as they are read from the file. A default value of one point is given for each response, but these may be adjusted to weight questions. If all questions have the same weight leave the value at one and use the multiplier in the class setup to adjust the final score. For points to be awarded the key must be an exact match to the entry. It is recommended that the key be scanned in the same way as the forms to be scored to insure that the key will match the forms. It is recommended that the key be printed and double checked. The key may be printed from this screen. For simple keys entries can be generated (see Action choices) and entered by hand. Entries may also be edited on the screen if a simple key change needs to be made. Note: Multiple keys can be imported in the same file as long as the class ID in the key file matches a key scoring class in the tabulations program.

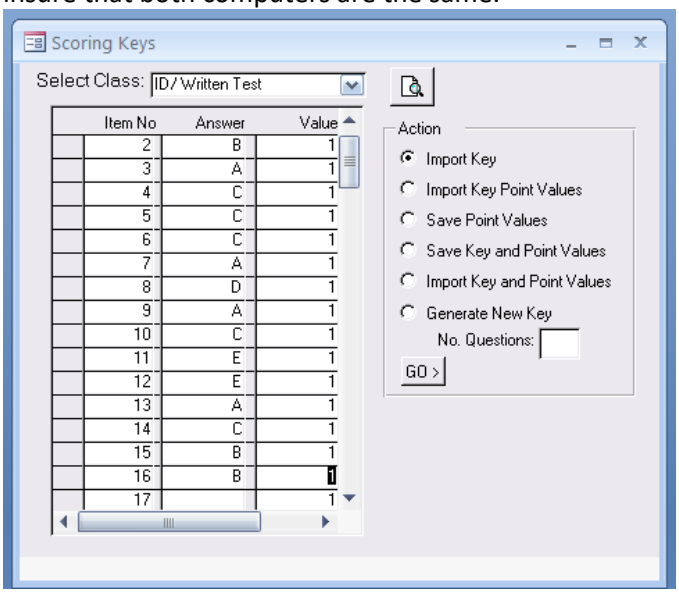
When questions have unequal point values then point values must be entered. Once entered they may be exported and imported to save having to repeat the point value data entry. NOTE: Some CDEs (e.g. Land) have variable point values and MUST set for each contest and each key.

Point value files are delivered for Meat Cut ID and Land Judging (must be edited).

CDEs such and Milk Quality and Dairy Foods use the number wrong for scoring. Key scoring calculates the number correct. Use a class negative multiplier to score the number wrong.

Key values that are blank or the word "BLANK" will have a point value of "0". If credit for a blank response is desired the point value may be edited.

Exiting the key scoring screen will trigger reprocessing of all imported data of this class type. Red/Blue tabulations must use the same keys on each computer (export/import key functions save time and insure that both computers are the same.




### Import/Export File Formats

The key scoring method uses two formats: comma delimited and Excel

| Action | Format | Notes: |
|---|---|---|
| Import Key | Comma Delimited (CSV) | First entry is expected to be a valid ID. Only the class is used to save the key. |
| Import Key Values | Comma Delimited (CSV) | First entry is expected to be a valid ID. Only the class is used to save the point values. |
| Save Point Values | Comma Delimited (CSV) | See format above. |
| Save Key and Point Values | Comma Delimited (CSV) with headers | File can be opened and saved in Excel |
| Import Key and Point Values | Must be the same as above | Importing deletes all existing keys. |

## Contest Specific Official Judging Entry

Several contests have specific entry screens for specialized classes. These include Milk and Dairy Products, Livestock (grading and keep/cull), land, etc. These must be entered before results can be tabulated.

### Milk Quality Judge Entries

Enter milk official scoring for each class. NOTES: Any existing scores will be recomputed if these screens are changed. OMR entry of Cheese, Real/Imitation, etc. use type of Key Scoring and officials are NOT entered using the official screens. OMR scanned keys may be imported.

### Grading Officials

Grading scores are entered for each class of grading (see grading types). Grading is generally scored based on the number of grades away from the official score (the difference). Grading scores may be entered and printed using the available menu choices. See the menu descriptions below. Use the Print Grading Criteria to show how grading classes are scored.

# Tabulations Reports

Tabulations reports are a series of reports designed to the used to manage tabulations during the contest prior to printing results.

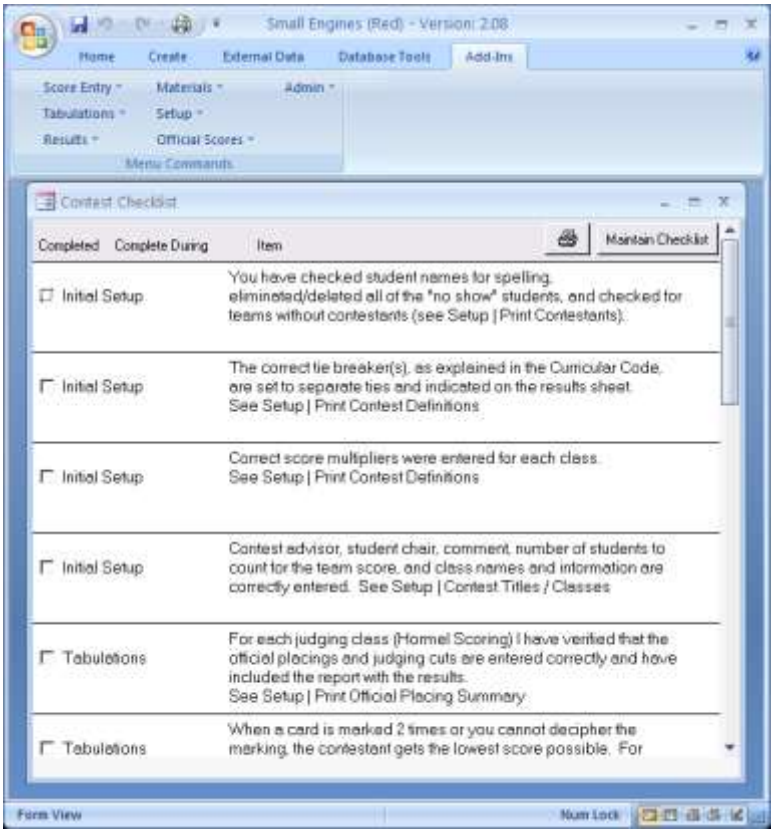
| Report | Description |
|---|---|
| Status | List the number of scores entered by class and percent complete. Run any time during the contest to determine the progress of tabulations. Useful in determining if a rotation group is missing from a class. |
| Contest Checklist. | A checklist for the tabulations process (see below). |
| Raw Scores | This report lists all raw scores entered for each contestant. The report is sorted by contestant number. Judging scores are displayed as placing (first 3 digits). NOTE: special forms that are scored like milk, grading, and land will show the scored value, raw entries for these forms can be printed using the menu selections provided. |
| Check Tabulations | Contestants are listed by class when scores are outside the normal range of values or if a score is missing. This report should always be run and reconciled before printing final results. See also Enter Missing Scores. |
| Draft Results | Use this report to print a draft copy of the final results. The results differ from Raw Tabulations in that it shows placing scores and multiplied scores. |

## Contest Checklist

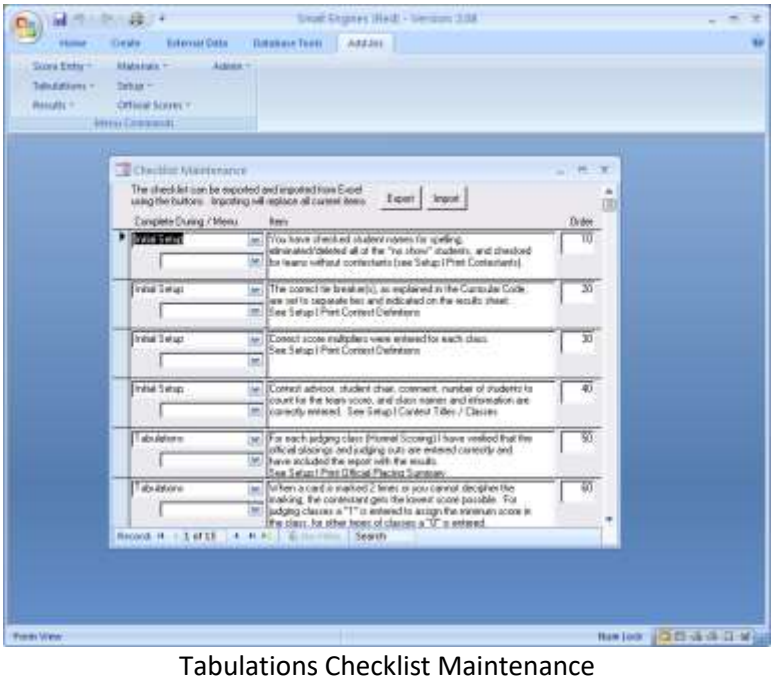
The tabulations program is delivered with a Contest Checklist that can be used to insure the quality of the tabulations. This checklist can be customized using the maintenance option. During the tabulations the checklist can be used to check off each item and then printed at the end of the contest.

Use the following procedure to create a customized checklist:

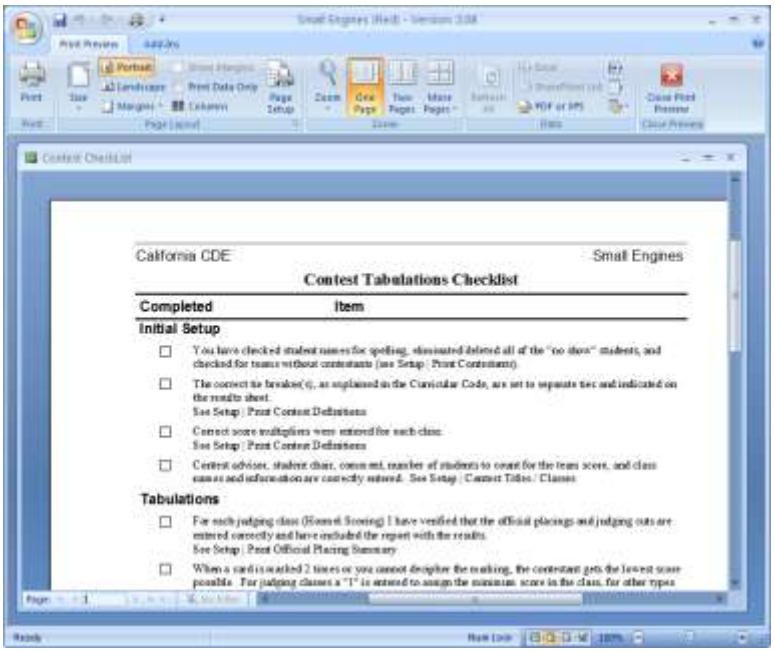
- Open the checklist from the Admin menu in the “Not Configured” program. By editing the checklist in the un-configured program the new checklist will be included in each configured program.
- Click on the maintenance button
- Edit the checklist as desired.
- Optionally export the checklist (to Excel) to save a copy. Checklists in this format can then be imported using the import button.




Tabulations Checklist



Tabulations Checklist Maintenance



California CDE Small Engines

**Contest Tabulations Checklist**

| Completed | Item |
|---|---|
| **Initial Setup** | |
| ☐ | You have checked student names for spelling, eliminated deleted all of the "no show" students, and checked for teams without contestants (see Setup \| Print Contestants). |
| ☐ | The correct tie breaker(s), as explained in the Curricular Code, are set to separate ties and indicated on the results sheet.<br>See Setup \| Print Contest Definitions |
| ☐ | Correct score multipliers were entered for each class.<br>See Setup \| Print Contest Definitions |
| ☐ | Contest adviser, student chair, consultant, number of students to count for the team score, and class names and information are correctly entered. See Setup \| Contest Titles / Classes |
| **Tabulations** | |
| ☐ | For each judging class (Known Scoring) I have verified that the official placings and judging cuts are entered correctly and have included the report with the results.<br>See Setup \| Print Official Placing Summary |
| ☐ | When a card is marked 2 times or you cannot decipher the marking, the contestant gets the lowest score possible. For judging classes a "1" is entered to assign the minimum score in the class, for other types |

Contest Checklist Report

# Double Checking the Results

Double checking the entry of scores is crucial to correct tabulations. A number of methods are available in the program. They may be used separately or together.

- Entry by Group and Entry by Class allows a double check sheet to be printed as the scores are entered. The contest materials are then compared to the double check sheet and any errors are fixed. It is recommended that the contest materials and the double check sheet be stored together until final tabulations are complete.

- The Raw Tabulations report will print all the contest scores in contestant order. These can be compared to the contest materials (a slower process).

- The Red/Blue system can be used were all scores are double entered on two different computers, compared electronically, then reconciled. See setup for how to setup and use this feature. Export Tabs and Import Tabs menu options are used to exchange and compare the tabulations data. **NOTE: Team scores must be manually checked**. Scores double checked using this method are as follows: 1) Judging classes check the placing entry, 2) normal classes check the entered (raw) score, 3) scored form entries (ex. keep/cull and milk) compare the scored and **require that red & blue computers have the same official scores entered**.

- The Check Tabulations **should always be run prior to final tabulations and the report should list no records you don't know about.** Use the Approve Exceptions options to mark approved exceptions (e.g. a zero score). The report shows:

    - Class scores outside the minimum and maximum range set on the class screen.
    - Missing scores
    - Individual total scores outside the individual minimum and maximum set on the Contest Titles/Classes screen.
    - Team total scores outside the Team minimum and maximum set on the Contest Titles/Classes screen.

- The Contest Summary report (under Results) reports the minimum, maximum, average scores for each class and the contest. Using this data from PREVIOUS contests allows the tabulator to see if results are in the typical range. Ranges are also checked on the Check Tabulations report.

### Approving Exceptions

Exceptions shown on the Check Tabulations report can be marked as "approved". A Results Report option can be set to require this action before printing results.

# Results Reports

Results are recalculated each time a results report is printed so results will reflect changes in class multipliers and judging changes. This causes a short delay before the report is printed, but insures that results always are calculated using the most current information. IMPORTANT: Access does not update a report that is displayed on the screen. Always close the report window before changing the tabulations data (ex. score) to insure that the results are properly recalculated be printing.

One of the Results Report Options requires that all exceptions be “approved” before printing results. If the Results Reports are disabled, approve exceptions (Tabulations | Approve Exceptions) to enable Results printing.

The number of columns shown on the Individual and Team Results are adjusted based on the number of classes in the contest. By default class titles are used as headings for less than 16 classes. For 16-24 classes the class number is used as a heading and a key is printed at the bottom of the report. When more than 20 classes are active print reports on 8.5” x 14” paper (legal). The key is printed for all formats if judging classes are present to report the official placing and cuts. An option under Setup | Contest Titles/Classes is provided to force the use of class number headings for less than 16 classes (useful when class titles are long). .

Contestant groups will be shown on individual results reports if more than one group is assigned to contestants. Team groups will be shown on reports if multiple team groups exist. Select which group(s) to activate before running the results.

**IMPORTANT:** Scores are assigned to contestants by number. Results reports can be changed substantially by simply by assigning the contestant to another team (see Rotation Group Setup), assigning teams to team groups, or assigning contestants to contestant groups. Also setting the team options (Setup | Set Team Options) will also change how results are reported. All of these actions will create different results reporting options and don’t require that any scores be reentered.

| Report | Description |
|---|---|
| Individual Results | Individual results are shown by class. The report is printed in Team/Contestant order. Placings are printed for the contestants and teams. Top X individuals on a team are shown with an "*". Set the number of scores to count for a team under Setup | Contest Titles/Classes. An option to print a new page for each team is provided under Setup | Contest Titles/Classes. Contestant groups are showed on this report if multiple groups exist. |
| Results Summary* | The top teams and individuals are printed on a single sheet along with contest statistics (teams, contestants, alternates). The contest advisor and student chair are printed if defined under Setup Contest Titles/Classes. If multiple team groups are assigned to teams then the group(s) included in the tabulations will also print on the report. The number of team or individual shown on the report is controlled by the entry in Setup Titles/Classes. |
| Results Summary with Sub* | The top teams and individuals overall and by sub contest are printed along with contest statistics (teams, contestants, alternates). The contest advisor and student chair are printed if defined under Setup Contest Titles/Classes. If multiple team groups are assigned to teams then the group(s) included in the tabulations will also print on |

| | |
|---|---|
| | the report. The number of team or individual shown on the report is controlled by the entry in Setup Titles/Classes. |
| Results Individual Summary* | The top individuals are printed on a single sheet along with contest statistics (contestants, alternates). The contest advisor and student chair are printed if defined under Setup Contest Titles/Classes. If multiple team groups are assigned to teams then the group(s) included in the tabulations will also print on the report. The number of team or individual shown on the report is controlled by the entry in Setup Titles/Classes. Use this report when not reporting on team results. |
| Individual Results by Contestant | A page is printed for each individual. Pages are sorted by team. For placing classes the contestants placing and the official placing is shown. |
| Team Results | Team totals are shown by class. For contests that have a top X scores counted this report totals only those scores. Set the number of scores to count for a team under Setup \| Contest Titles/Classes. An option to print a new page for each team is provided under Setup \| Contest Titles/Classes. If team scores are entered they will be reported on this report. |
| Team Class Results | Use for contest with multiple team scores to show each team class score. |
| Sub contest High Individuals* | The top contestants are reported for each Class/Group (see setup). The number of team or individual shown on the report is controlled by the entry in Setup Titles/Classes. Contestant groups are showed on this report. |
| Sub contest High Teams | The top teams are reported for each Class/Group (see setup). The number of team or individual shown on the report is controlled by the entry in Setup Titles/Classes. |
| **Special Reports** | |
| Individual Ranking | The top 30% of individuals are report by Gold (top 10%), Silver(next 10%), and Bronze (next 10%). |
| Team Ranking | The top 30% of teams are report by Gold (top 10%), Silver(next 10%), and Bronze (next 10%). |
| High Team Contestants | The contestant names are printed for the top 5 teams. This report was designed for awards presentations. |
| Certificates | Certificates can be printed for the Team and Individual ranking as well as sub contest areas. These reports are designed to be printed on certificate paper Shown above are samples from http://www.GeoGraphics.com |

| | |
|---|---|
| Contest Summary | The contest summary is a management report that shows the minimum and maximum individual and team scores. These are useful in determining a range of normal scores. |
| Sweepstakes | A sweepstakes report is generated for the top 10 teams using two common methods: 1) Top team is warded 10 points + an additional point for each 10 teams in the contest, etc. 2) A percentage of the top team score is computed). |
| * The number of individuals/ teams reported is set in Setup \| Contest Titles/Classes or Set Results Reports Options | |

## Getting the Results You Want

Results reports can be controlled substantially by the way you assign team and contestant groups.

Often the key to specific results reports is how contestants are setup. Listed below are common scenarios and how they are setup.

| **Desired Results** | **How to Setup** |
|---|---|
| Separate results for two or more groups of teams competing in the same contest (examples are Advanced and Novice or FFA and 4H). Results can be printed for one or more "team" groups. | Setup Team Groups. Assign each team to a team group. Use the Set Results Options to select the group to be printed (active). Print results, select another group, print result, and so on. All results reports are affected by making teams active/inactive. |
| Individual (not team) results separated by an individual attribute (Ex. 4H age groups). | Setup Contestant Groups and assign to contestants. Individual Results will be grouped by Contestant Group. Individual placing is still overall for Individual Results. However Individual Sub Contest reports show high individuals by contestant group. You can control the number of contestants reported by setting the Report for Top in Set Results Options. |
| No team placing is desired on individual results. | Set all teams to "Individual Alternate". See Setup \| Set Team Options. Print individual results reports. |
| Print top 10 high individuals and top 5 for each sub contest (or any similar scenario). | Set Report Results for Top (Results \| Set Results Report Options) to 10 and print Individual Summary. Set to 5 and print sub contest results. |
| Print an ordered list by contestant group (ex. age group) for all contestants. | Setup Contestant Groups and assign to contestants. Set Report Results for Top to the maximum number of contestants. Setup up the sub contest areas you want to reports. Note: you can include all classes in a sub contest area (call it High Individual or Overall). Print the Sub contest High Individual report. |

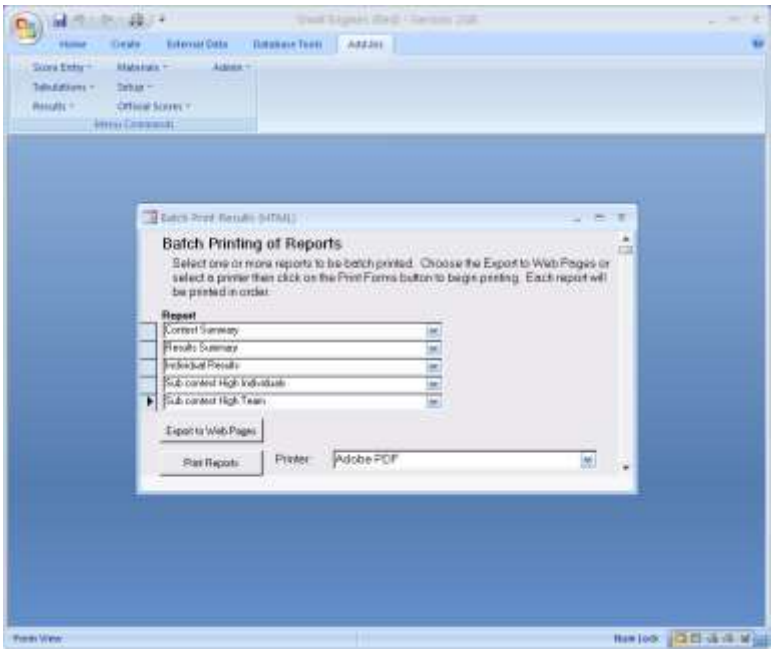
## Results for the Web

You can easily output results report for inclusion on a web site. To create PDF documents which will allow exact reproduction of results by web users (print formatted) you will need to create PDF files. Office 2007 also supports a free add-in to print to Acrobat format (download from Microsoft). Office 2010 offers this as standard option.

Another option is to export the reports in HTML (web page) format. Although any report can be exported in HTML using Access (File | Export) the Batch Print Results option makes this easy by exporting all the results at once. See description below.

## Batch Printing Results

Results can be batch printed using the Results | Batch Print Results option. Simply select the results reports you want to print or export (these are saved). Then click on the Export to Web Pages button to create web pages (HTML) or select a printer (ex. PDF Writer) and click on the Print Reports button. Note: When exporting to HTML an index file is automatically created for all results printed.



# Admin Options

## Import Contestants

Contestant Teams and Names can be imported from the On-line Registration system or from a comma delimited file (which can be created with Excel). The field names must be included as the first row of data. Fields are all string values and should be quoted as shown in the sample below. The Contest field is optional, but must match the contest number setup in Contest Titles, if used.

```
"Contest","School","Name"
"17","Bret Harte UHS","Kaileen O'Brophy"
"17","Bret Harte UHS","Melanie McBride"
"17","Bret Harte UHS","Nicole Otis"
"17","Bret Harte UHS","Jamie Brubaker"
"17","Chico HS","Brittney McGuire"
"17","Chico HS","Jenny Bertagna"
"17","Chico HS","Meghan Barker"
"17","Chico HS","Rachel McGowan"
```

Note: Three additional fields can be imported: Contestant, ContestantGroupID and SchoolGroupID. Contestant is the contestant number which must be a 1 to 3 digit number and cannot be duplicated. The fields ContestantGroupID and SchoolGroupID correspond to the entries found in the Contestant Groups and Team Groups. Import the number corresponding the entry in the list (first = 1, second=2, etc.). Team Group must be the same for all entries of the same team. For example:

```
"School","Name",”SchoolGroupID”,”ContestantGroupID”
"Bret Harte UHS","Kaileen O'Brophy",1,1
"Bret Harte UHS","Melanie McBride",1,2
"Bret Harte UHS","Nicole Otis",1,1
"Bret Harte UHS","Jamie Brubaker",1,1
"Chico HS","Brittney McGuire",2,1
"Chico HS","Jenny Bertagna",2,2
"Chico HS","Meghan Barker",2,2
"Chico HS","Rachel McGowan",2,2

"School","Name",”Contestant”
"Bret Harte UHS","Kaileen O'Brophy",1
"Bret Harte UHS","Melanie McBride",2
"Bret Harte UHS","Nicole Otis",4
"Bret Harte UHS","Jamie Brubaker",101
"Chico HS","Brittney McGuire",102
"Chico HS","Jenny Bertagna",103
"Chico HS","Meghan Barker",205
"Chico HS","Rachel McGowan",604
```

Excel can be used to create this file. Simply setup the data in columns and save as a Comma Delimited (.csv) text file.

## Export Contestants

Contestant data can also be exported for use in various programs. The export file is in the following format:

```
"Contest","School","Name","Contestant"
"17","Bret Harte UHS","Kaileen O'Brophy",1
"17","Bret Harte UHS","Melanie McBride",2
"17","Bret Harte UHS","Nicole Otis",3
"17","Bret Harte UHS","Jamie Brubaker",4
"17","Chico HS","Brittney McGuire",5
"17","Chico HS","Jenny Bertagna",6
"17","Chico HS","Meghan Barker",7
"17","Chico HS","Rachel McGowan",8
```

## Export Contestant Totals

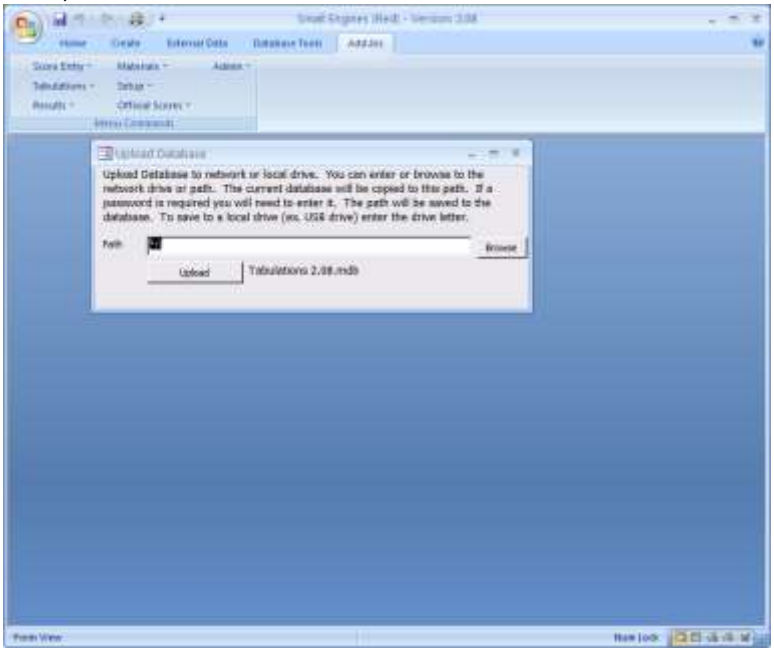
Used to export the contestant number and individual total in a comma delimited format. Resulting file can be imported into Excel for further processing or imported as a single class into another tabulations program. For example a summary of a multiple day competition.

## Copy Database (Red/Blue Setup)

Copy database is used to create a second copy of the database for use in Red/Blue tabulations. This routine SHOULD ONLY BE RUN AFTER ALL CONTESTANTS ARE ENTRERED.

## Upload Database

Copies the database to any valid path. Can be used to copy the file to a central tabs location for results book printing or to a USB drive. Note: Path can be a UNC path (e.g. \\bay\agr\FFAFieldDay), a mapped drive, or local drive.



## Generate Contest Def Worksheets

Allows you to select multiple tabulation program files and print the contest definitions. Files should all be in the same directory. This saves the time in having to open each file. Use this routine to print Contest Definitions from a prior event or to double check the current event. PDF files are created and saved to the same directory as the program.

## Import Contest Setup

Copies the class setup from another database file (of compatible version). Useful when upgrading to a new version.

## Delete All Team/Contestant Data

This routine removes all contestants and scores from the database. DATA CANNOT BE RECOVERED!. Use this routine to remove Generated Contestants used to create contest materials or data from a previous contest.

## Delete Blank Contestants

This routine removes all contestants and teams with a blank name. Use this routine to remove Generated Contestants used to create contest materials.

## Generate Blank Contestants

To create contest materials contestants must exist in the database. Use this routine to generate temporary contestants. NOTE: Existing contestants will not be overridden. Use the Delete All Data option to remove existing data. **IMPORTANT: Always DELETE these entries (see above) before the contest and enter only actual contestants.**

## Generate Sample Data

Sample data can be generated for the purpose of testing or creating sample reports. This is useful in testing various setup and configuration schemes. This option can be used with the Generate Blank Contestants (use the “numbered” option). IMPORTANT: DONOT RUN AFTER TABULATIONS HAVE BEGUN.

## Enable Advanced Admin Functions

A password is required. The default password is “admin” and can be set under the advanced options. Note that the “enable” option is a toggle. Options are disabled by entering the password again.

# Admin Advanced Options

These options are for the use in administering the program and should not be used unless you have a complete understanding of the program.

## Maintain Menu

Allows entries to be added and deleted from the program menu.

## Print Master Contest Definitions

Prints the contest definition pages for all saved contest configurations.

## Master Contest Configuration

This menu options is used to save a contest (update or add) and configure the database from a saved contest. In general this option is for saved contest maintenance only.

## Edit Judging Scores

Allows editing of the table used to score Hormel Placings. Note: edits are overwritten if the official placing screen is opened.

## Training Sheets

This report will print sheets for use in training tabulators to in data entry of score data. Use for "Normal" classes, non-Judging. Form has barcode and OMR sections. Choose a simple contest. To setup you should:

- Generate Blank Contestants (use the option to create numbered contestants).
- Generate Sample Data (score prints on the sheet).

Enter the class number (e.g. 03, 06) when prompted.

## Set Administrative Password

Allows changing of the administrative password

# Troubleshooting

Listed below are common problems encountered during tabulations and their resolutions.

| Problem | Resolution |
|---|---|
| | |
| Contestant is showing under the wrong team | Use the Setup \| Setup Groups / Order screen to reassign the contestant to the proper team (school). Contestant number remains the same. |
| A team with a "0" score is showing in the results. | Check the Team Entry. Likely a "no show" or blank team exists. Delete ALL teams and contestants that are not competing. |
| Report doesn't show changes in tabulations. | Once a report is displayed on the screen it becomes static with respect to the data (a snapshot). If a report window is left open then reselected from the menu it does not refresh the data. Simply close the report and reselect from the menu. |
| Judging Class results shows all scores as "50" | Official scores have not been entered. Judging classes are defaulted to "1234" and cuts of "0". Enter the official placing and reprint the results. |
| Judging score is entered but doesn't showing in results. | Check the entered score. Valid scores for classes marked as "judging" are the first three digits of the placing (ex. 324) or "0" or "1". If the placing cannot be matched to the scoring table then a score is not computed.<br><br>Check to see that the "Official" scores have been entered for the class.<br><br>NOTE: computed scores can be entered for a judging class (ex. 45) if the "judging " class flag is unchecked. |
| Using Bar-coded entry form gives a "debug" error. | Try reloading all of Access. This problem has commonly occurred when part of Access was missing. |
| Bar codes are not printing on the forms. | You must have the bar code fonts installed on your computer. See Installing. |
| OMR number codes are not printing on the forms. | You must have OMR fonts installed on your computer. See Installing. |
| Tie breaking is incorrect. | Check in the following order: 1) Classes checked as Reasons/Tie Breaker, 2) Sort Order (Contest Definitions), and 3) Manual Tie Break. Note: In some contest ties are not broken by a class and must be manually resolved. For sub contests check for custom sort orders (Setup \| Sub Contest Titles). |
| Score entry printouts (for double check) print to the wrong printer. | No printer selection is available, so set the default printer in Windows to the printer you want to use. |
| Class names are wrong. | Edit in Contest Titles/Classes. NOTE: Internal scores |

| | |
|---|---|
| | are stored by class number, changing a class name will simply assign a new name to the existing scores. |
| Weights (scores) in results are not matching the raw scores that were entered. | Check the multiplier for the class in Contest Titles/Classes screen. |
| Results are showing low scores for a class. | Check the multiplier for the class in Contest Titles/Classes screen. |
| Sub-contest results are not grouped correctly | See Sub Contest titles screen or Print the Sub Contest Definitions report to see how classes are assigned to the sub contest. |
| Raw scores are entered and display OK, but don't show on the results. | Check Contest Titles/Classes to make sure the class is not setup as a "judging class" |
| I don't want to use all the classes | Change the class type to hidden for unused classes. |
| I have started to enter scores for a class then want to drop the class | Set the multiplier for the class to "0" in Contest Titles/Classes. Optionally change the class type to "hidden". |
| Contestants are not placed or the team score is missing | Check the Team entry to see if the "alternate" boxes are checked. |
| Team Total is greater than the sum of the team classes. | Check for team score entry. On reports with 12 or more columns the team score is not shown. |
| Results show no scores when raw scores are OK. | Class judging box is checked and you entered scores (not placing). Uncheck the box (under Setup \| Class Titles). |
| All Bar coded cards are not accepted | Check to see if the contest number matches the number on the card (first 2 digits), change under Setup Classes/Titles if needed. |
| "Sort Order Error" when printing results | Check Setup \| Maintain Sort Order to be sure that syntax is correct and no blank records exist. For reports that show sub contest results check the Sub Contest Titles/Sorting for syntax error or blank records. See discussion of sorting in this manual for syntax options. |
| Results are blank or teams are missing | Check the Set Results Report Options and be sure the correct team groups are checked. If you are not using Team Groups the first box should always be checked. |
| Raw Score and some Results Reports are displayed as a blank page | All of Access is not loaded. Load the complete Access program. |
| Contestant uses the wrong form. Forms are commonly switched. For example the Angus Bull class is switched with Angus Heifer class. | Bar-coded Forms: Collect the switched cards and scan the ID barcode for one card then scan the choices on the matching card.<br><br>OMR Cards: Use a marker to deface the Barcode. Neatly write the correct ID above the barcode. For example if the card is coded as class 02 (digits 3 and 4 in the ID) and the card is for class 03 then write the correct ID with the correct class. During scanning with Remark the ID will not be read and the correct |

| | |
|---|---|
| | ID can be entered during the “exceptions” process. The hand written ID will be visible in the image box. Enter all 7 digits of the ID. |
| Error message 2950 | Macros are not enabled. See “Trust Center” |
| OMR forms scan with many read errors | Form paper should be white. Try cleaning the scanner. |
| A contest material or report prints every other page blank. | Printers may vary in their font. Try decreasing the right margin under Page Setup. This may also be caused on some reports by a long event or contest title. |

# Checklists

The checklists below are intended as an aid to using the program during the tabulations process. Users are encouraged to modify these for their own unique circumstances. See also the built in electronic checklist (Admin menu).

## Computer Resources Checklist:

### Minimum computer requirements:

- ❑ Windows 7 or higher
- ❑ Access 2007 or higher
- ❑ Printer, laser preferred (slow printers will slow tabs)
- ❑ Light pen compatible with Code 39 and the computer keyboard (optional).

One week prior to the contest confirm the following:

- ❑ Computer can load program via a CD, USB Drive, or Internet
- ❑ The program can be run. Test by entering data, and printing results. Don't run from a CD or USB drive!
- ❑ Light pen can be connected and works (if used).
- ❑ If using OMR, load Remark, the templates. Do a test scan.

### Additional Notes:

- ❑ For red/blue double check method a means of moving the double check file between the red/blue computers is needed. Use a USB drive or a network connection.
- ❑ Laptop computers work well if an external keyboard and mouse are used. CHECK light pen connection before the contest. NOTE: Test interface to laptops if USB to PS/2 is used
- ❑ If high speed networking is available the program can be placed on a network drive, however test the data entry response before the contest.
- ❑ A common network share (drive) is useful for saving a final copy of the program (with data) for future use or resulting printing from a central location.

# Field Day Tabulations Program Setup Checklist

The following steps can be used to insure consistent results reporting and proper setup prior to the day of the contests.

- ❑ Download the current program and install. This insures that you have the latest program, fonts, and Remark templates.
- ❑ Open the generic program.
- ❑ Consider printing the Contest Definitions from the prior year. This is useful for setup of this year. See Admin | Generate Contest Def Worksheets. You can select multiple program files and print them all at once. NOTE: You can also do this routine for the newly configured programs or after each contest is customized as a check.
- ❑ In Setup | Setup Contest Titles/Classes edit the title for your event.
- ❑ Customize the tabulations checklist or import. See Tabulations | Contest Checklist. Use the edit button to change the checklist. On the edit screen see the export/import buttons.
- ❑ Determine the standardized materials reports you want. Typically Registration and name tags and enter in the batch print option. See Materials | Batch Print Contest Materials. Using this feature will allow each contest to print standardized materials (common to all contests).
- ❑ Set the results reporting options. See Results | Set Results Report Options. The primary setting here is how many places to report and if you want a new page for each chapter.
- ❑ Determine the standardized results reports you want and enter in the batch print option. See Results | Batch Print Results. This will standardize the results reporting. You may print or create PDF (for web posting) from this option.
- ❑ If you plan to use the results upload feature then enter your event ID in Setup | Contest Titles/Classes. Set the reports to be uploaded in Results | Upload Results. This will standardize the results uploading.
- ❑ Generate contests. See Admin | Generate Multiple Contests. Check the event title. Select one or more contests (CTRL-Click) to generate individually configured copies of the program.
- ❑ Open each contest to customize for your event
    - Add advisor/student chair.
    - Check the number of rotation groups
    - Check classes names
    - Print materials

# Pre-Contest Check List

In order to aid in the smooth tabulations the day of the contest the following checklist should be completed during the week prior to the contest.

- ❑ Review the contest rules.
- ❑ Review the operation of the program, read the documentation as needed, enter trial data to become familiar with the program.
- ❑ Setup Class Titles, number of groups, contest titles, sub contest groups. Use the **Contest Definitions** report (under Setup) to double check the setup.
- ❑ Determine maximum and minimum individual and team score ranges common in your contest. Enter these in Setup
- ❑ Contest Materials: Pre-label contest materials using the tools provided. Print Official Placing cards as needed.
- ❑ Test the program on the computer to be used for the contest. Program should run and a printer is required to print results and double check sheets. BE SURE TO TEST DATA ENTRY.
- ❑ Review registration procedures to insure proper team size, etc.
- ❑ Review rotation and contestant grouping

# Entering Contestants and Starting Tabulations

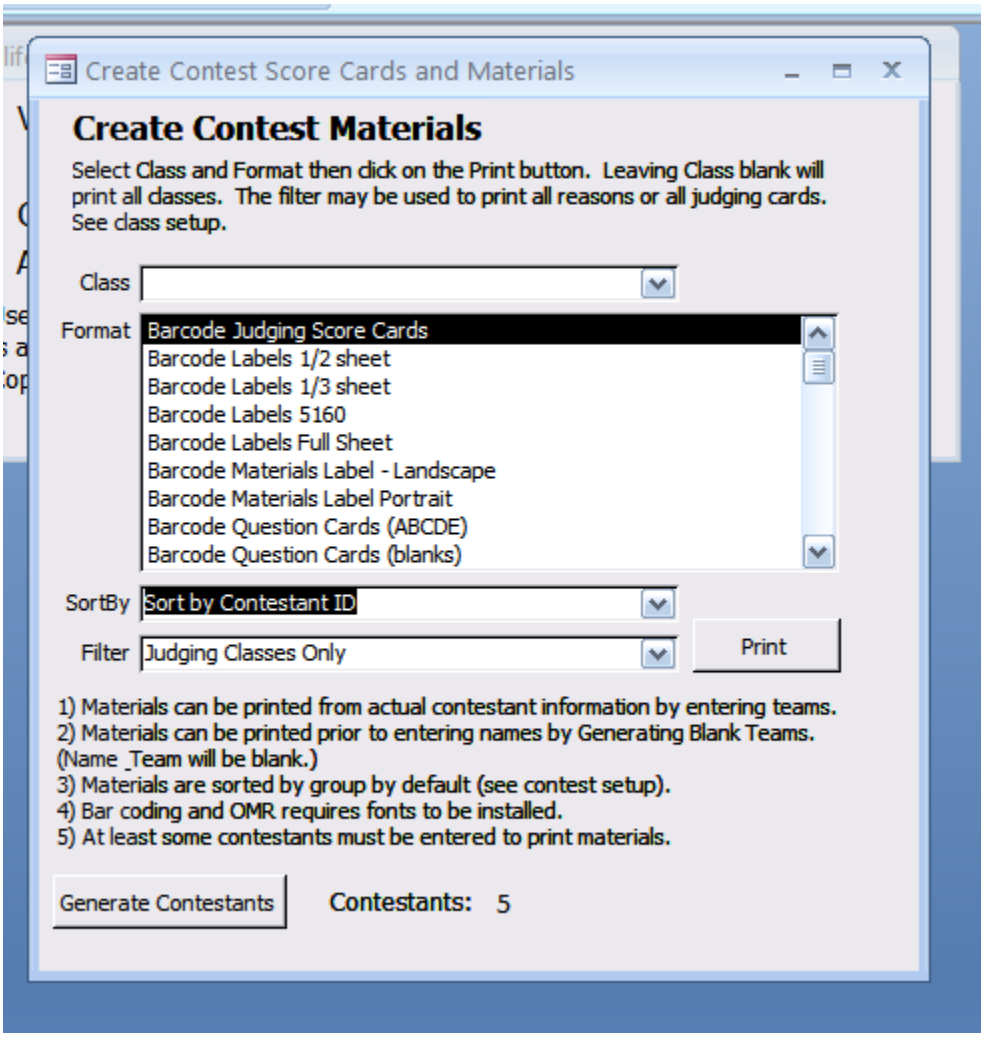
- ❑ Enter Teams and Contestants using the Setup | Contestant Entry menu option. Contestant numbers must be unique otherwise you will receive an error. Note: Contestant numbers are not pre-assigned to allow the matching of registration to the tabulations program.
- ❑ **Importing Contestants**: Pre-registered contests can be imported into the tabulations program prior to the contest from the online registration or a text file. See Admin | Import Contestants. Note: Text file must be formatted as described in the documentation.
- ❑ Delete any extra teams using the delete team button to the right of the team name
- ❑ Delete contestants by highlighting the line with the contestant and pressing the Delete Key.
- ❑ Print a contestant list and double check names and contestant numbers. NOTE: If a contestant is deleted all scores for that contestant number will be deleted.
- ❑ Remove all unused contestants and teams prior to starting score entry.

## Red / Blue Tabulations Setup Checklist

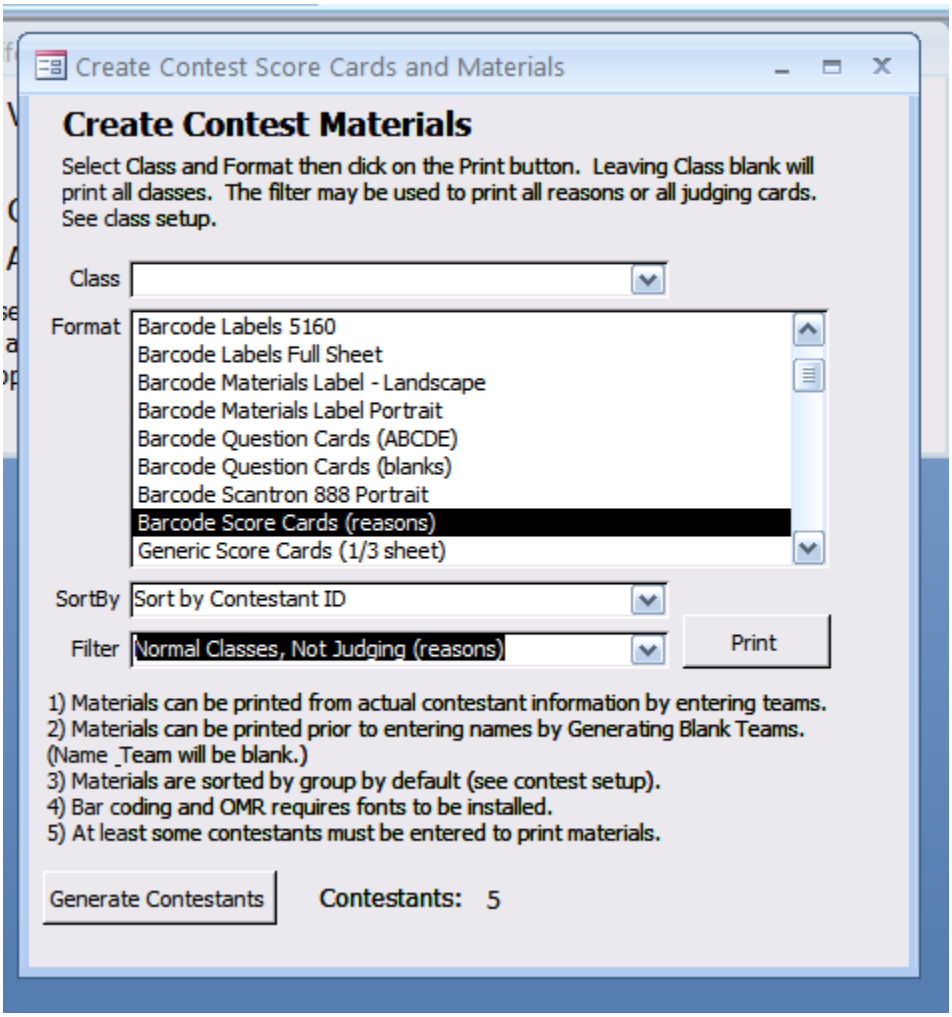
The “red/blue” method for double checking can be used to insure quality tabulations. The method involved entering data on two computers then comparing.

- ❑ Setup the program on a computer and complete the Pre-Contest Checklist above. Designate the program as Red (Setup | Contest Titles/Classes).
- ❑ Enter, check, and correct contestants as needed (see above). Red/Blue check is by contestant number ONLY.
- ❑ Enter official judge's scores.
- ❑ Copy the database (Admin | Copy Database). The name of the copy will include the contest name, Blue, and the year.
- ❑ Move the copy to the "blue" computer using a CD, USB Drive, Zip drive, or network.

# Appendix A
# Printing Barcoded or OMR for Livestock Contests




Use these options to print the placing cards




Use these options to print reasons cards. NOTE: If contest has a class like a written test or ID you can prevent the printing of a score card by temporarily changing the class type to hidden, then printing the reasons cards, then changing the class type back to normal. See option under Setup | Contest Title/Classes

# Appendix B
# Using Remark for Tabulations Scoring

This section is not a substitute for the Remark manual! IT IS HIGHLY RECOMMENDED user practice using Remark before the contest and with the hardware they intend to use at the contest.

Data from the Remark system is imported into the Tabulations program. Use the Score Entry | Import External Score Data option to bring the scores into the Tabulations program. Hint: One or two scoring machines can be used for all events and the comma delimited (CSV) files saved on a USB drive then imported on the tabulations computer directly from the USB drive.

Remark template files (.OMR) will need to be on the computers using Remark. These are available with the tabulations program in the Remark directory. How imported files are processed is based on the Class Type. See Class Type under Class Setup.

See http://www.gravic.com/remark/ for additional information on this product.

### Software and Hardware Requirements

To use this feature of the tabulations program you must purchase the Remark Office software and a scanner with an automatic document feeder. It is highly recommended that you use multiple scanners in case of scanner failure. This system was tested using a Fujitsu Fi-5110C scanner, but other models can be used.

OMR forms and Remark templates are provided with the tabulations program. Each form has a specific template (see Contest Materials).

## Remark Template Files

See table under “Optical Mark Recognition (OMR) Materials” for a list of forms and templates.

The following guide outlines the process for reading OMR contest materials using the Remark software. Before the contest it is important to practice the process and test your forms. Different scanners may require adjustments to the templates. The Auto Align function in the template editor may fix templates that are not reading properly due to scanner differences. Three types of forms are discussed here:

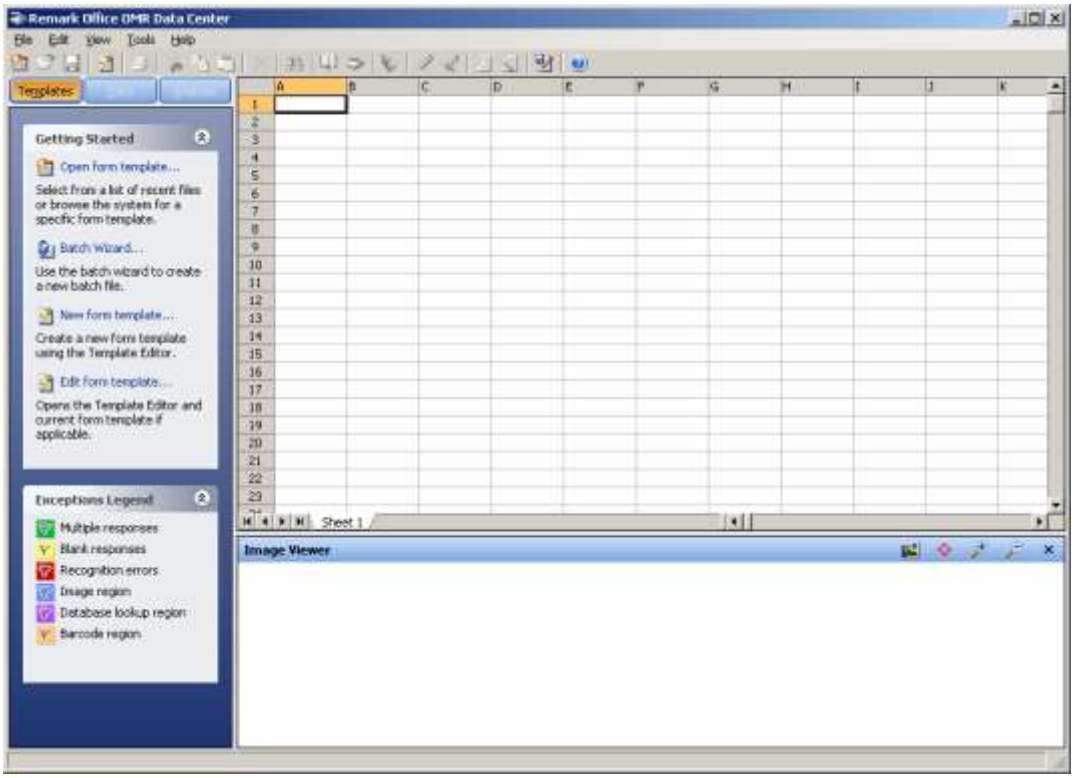
- Placing and Score Cards – these cards are scanned and the score is imported directly into the tabulations program
- Exam forms and Question cards. These forms require grading in Remark if the subjective score is used. The graded form is imported (ID and Score). Form without the subjective score can be simply scanned in Remark and scored in the tabulations program using the key scoring option.
- Specialty Cards – keep/cull, grading, land, and milk all have more complex processing. The forms are scanned in Remark and scored in the tabulations program.

## Scanning Exams and Score Cards

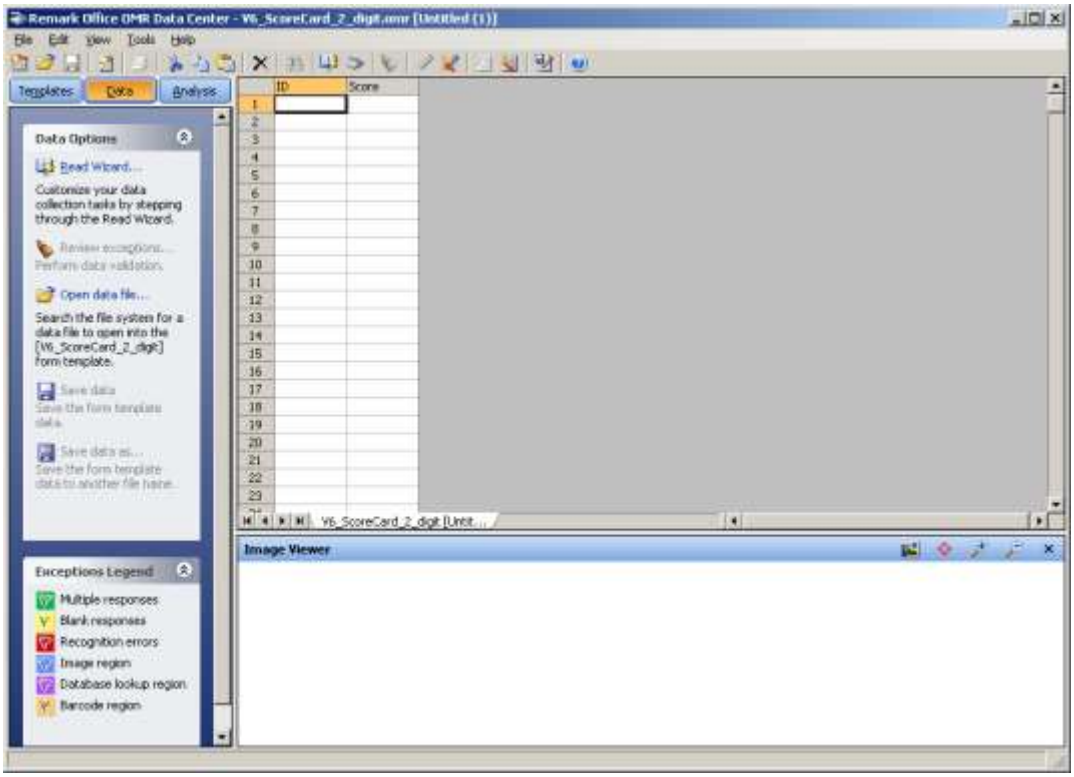
Remark templates are the key to successful scanning. The template defines the area to be scanned and how the scanned are is read. See contest materials for the template that matches each form. Forms for a single contest and template can be scanned together. For example a contest with 4 placing classes can

combine the placing cards since each card is coded by class. However since score cards (reasons) have a different template they must be scanned separately.

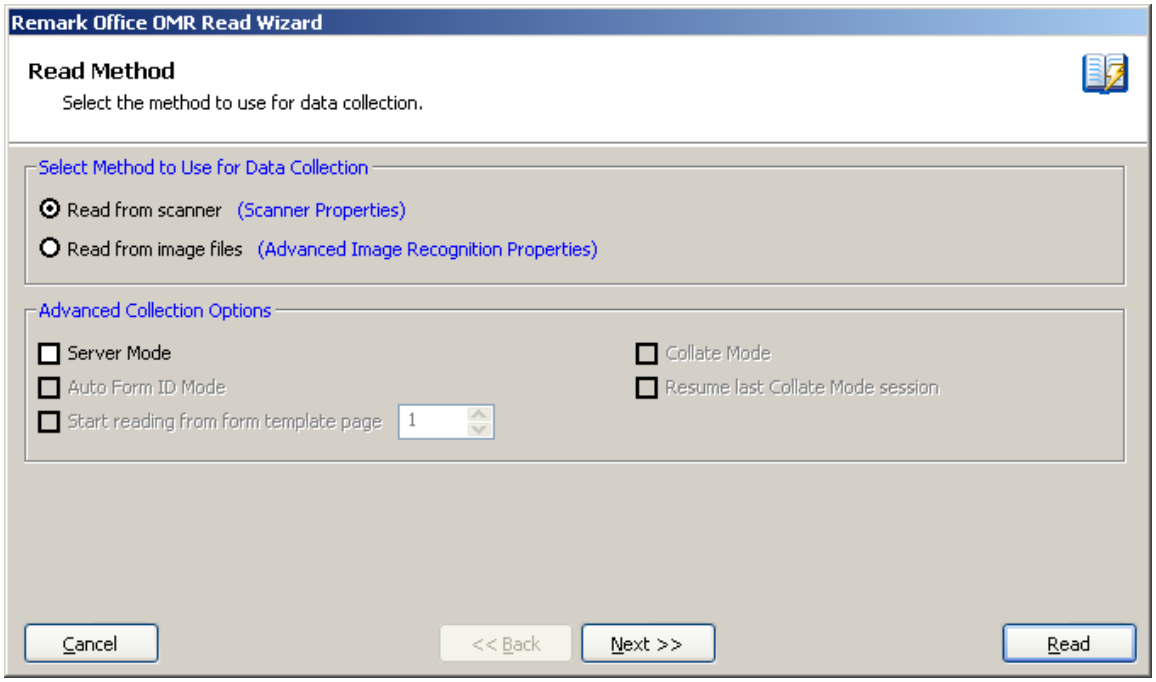
1. Open Remark and Choose Open Form Template. Choose the template that matches the forms you are using.
2. The screen should automatically change to the “data” tab. Choose “Read Wizard”. The first time using the Read Wizard you will need to choose your scanner and setup the second page of the wizard. It is recommended that you create a folder for your images so they can be easily archived. Once the wizard is setup you can simply click on the Read button without having to change the settings. IMPORTANT: The scanner must be set to DUPLEX if the form is two sided.
3. The Read Wizard will scan the forms in the scanner and stop to ask for more if the feeder is empty.
4. After scanning you will want to “Review Exceptions”. This process will display the image of forms that have problem and allow you to edit the entry. Most common are multiple marks, simply enter the correct value or choice. If the ID is unreadable, enter the complete ID from the barcode at the top of the page.
5. For exams that will be graded in Remark skip to exam section for steps of the grading process.
6. To export the data choose “Save Data As”. It is recommended that you create a folder for the data files. If you are scanning multiple contests then include the contest name in the filename. The tabulations program will sort out the classes automatically, but you may want to describe the type of card that was scanned in the filename. It is recommended that you add a number to the end of the filename for each batch processed. For example: “livestock-reasons-2”. Choose the Save As Type: “Spreadsheet (commas) (*.TXT)”. Note: all previous files are shown in the dialog box so it is easy to see what previous files have been saved.
7. Exported files can be moved to the tabulations computer using a USB drive or opened directly if the tabulations computer has access to the folder. Simply use the import option found under score entry. The import process will note exceptions. Files can be imported more than once with the last entries replacing any previous ones.



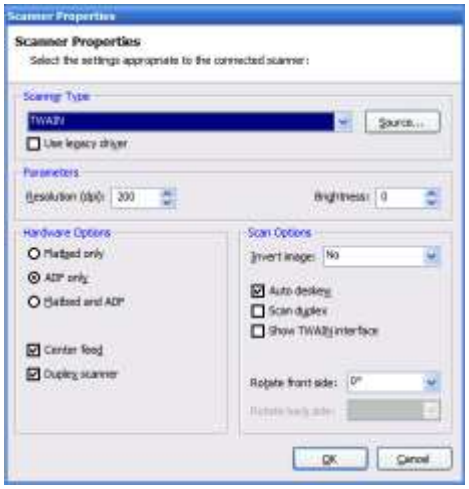

Opening Screen




Screen with the Template Loaded



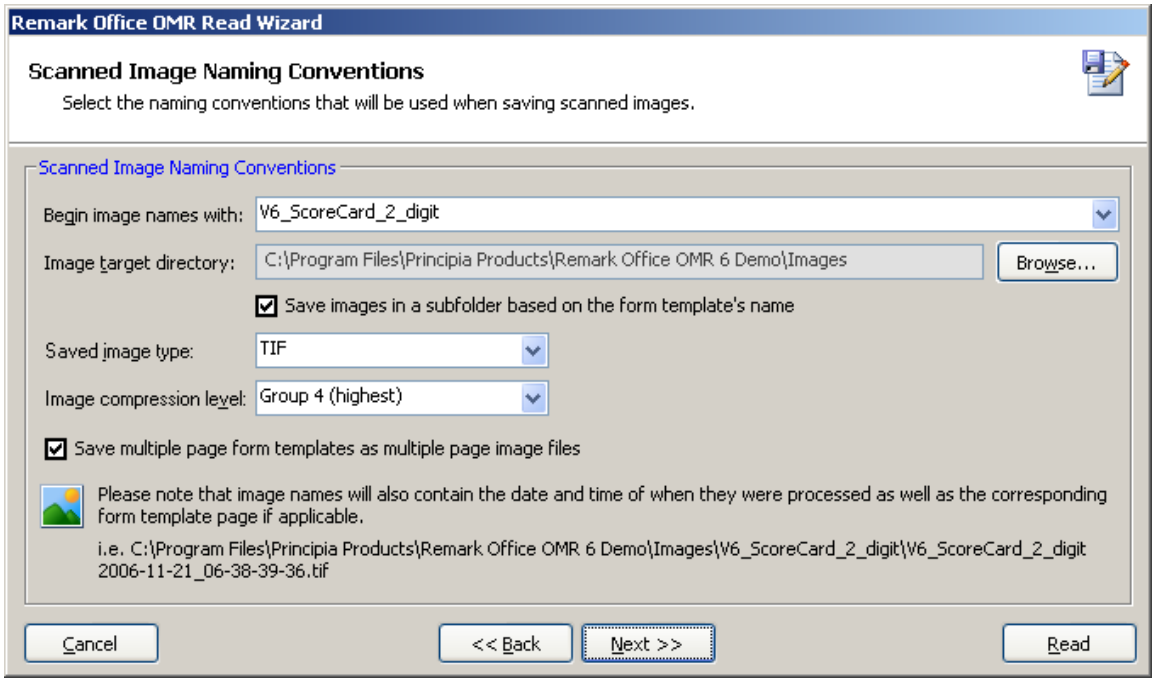

Read Wizard – Once setup Click on Read



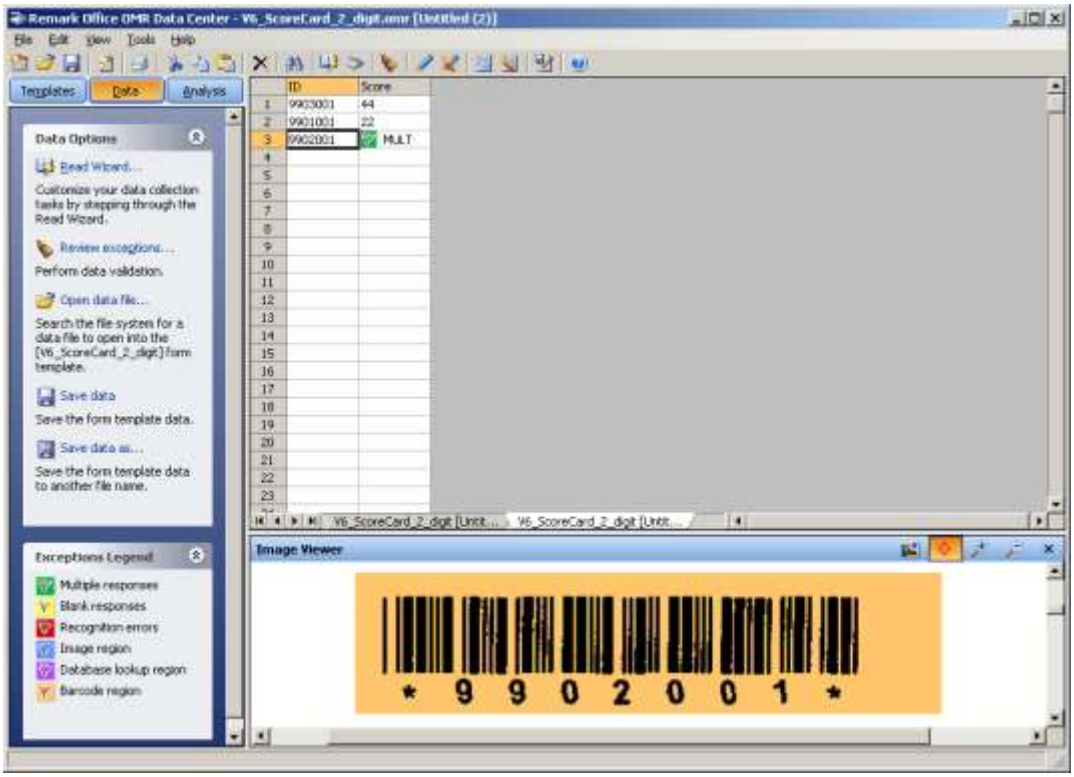

Single Side Form Options

Two Side Form Options

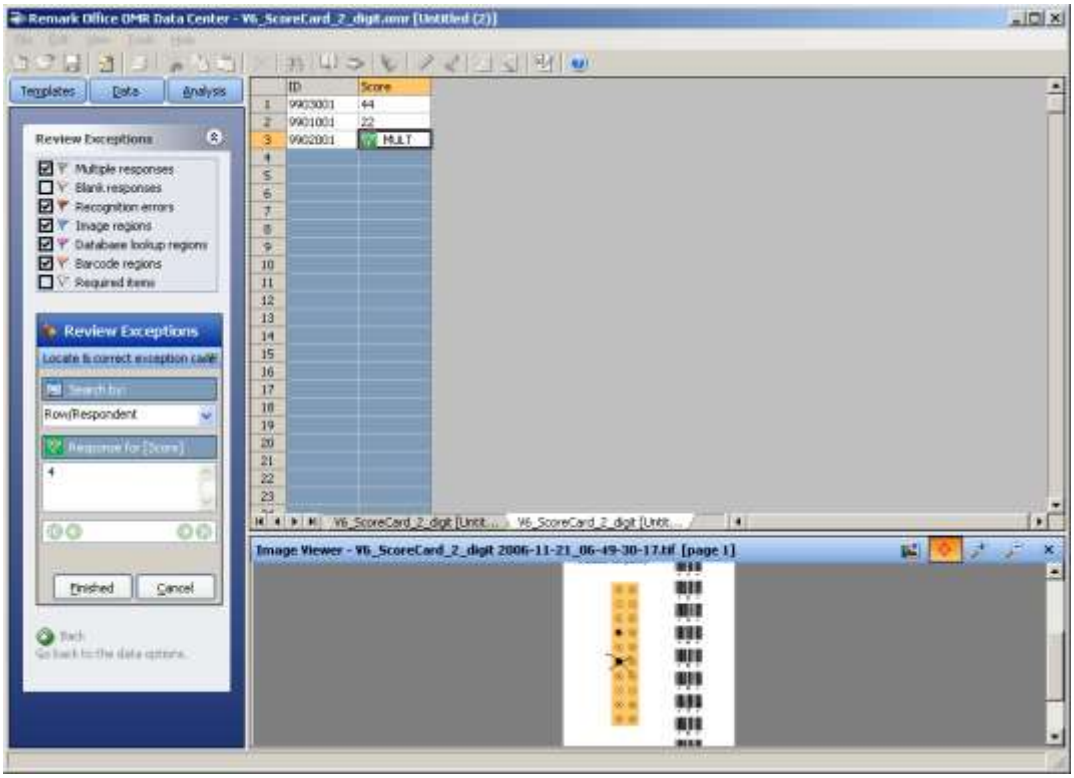
Scanner Properties settings (above): Hardware Option should be set to ADF, Center Feed, and Duplex scanner. Scan Options should be set to auto deskew. Two sided forms should be set to Scan Duplex and Rotate back side 180°.



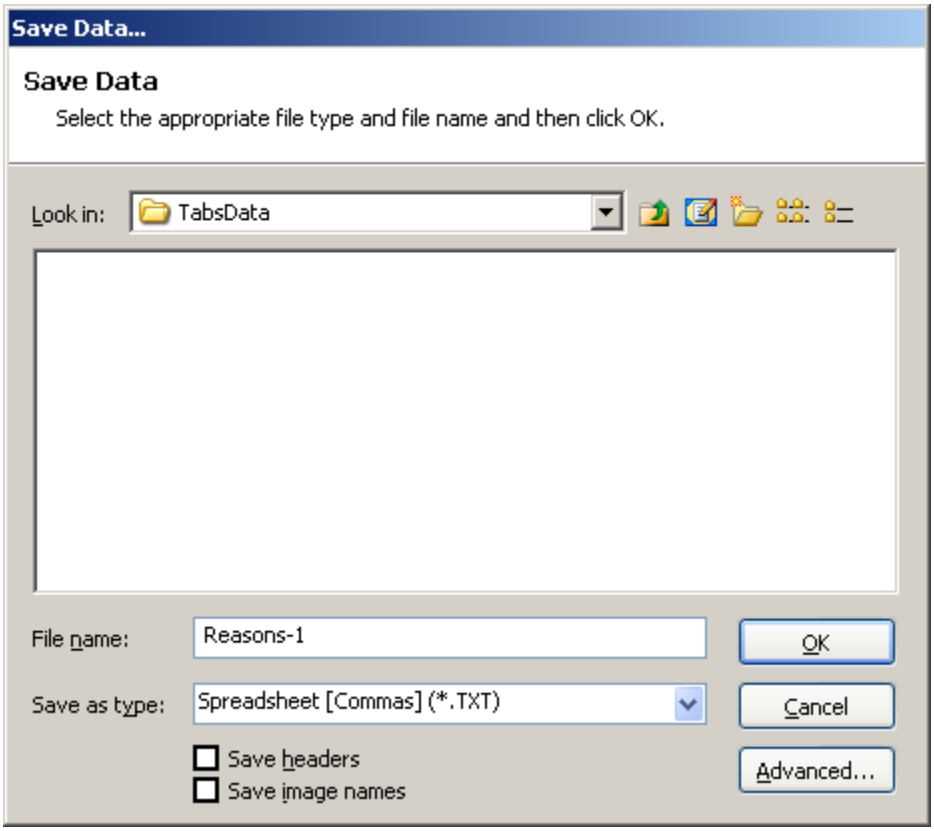

Read Wizard Screen #2 – Set the Image Target Directory Here




Data after the read – note exception (MULT)




Use the Review Exceptions to find and correct exceptions




Save Data As dialog

## Reading Exams and Other Forms

Tests and forms such as the Land and forms may be scanned in Remark and scored in the tabulations program. Scan the key separately. Follow the directions below.

1. Open the template provided with the tabulations program (see list below) for the form you intend to read. Note: Some adjustments to the template may need to be made for some scanners.
2. Scan the forms using the Easy Read options.
3. Review the scanned forms and enter the correct score for mismarked cards. Cards skipped during the review process will be ignored by the Tabulations Program. It is easier to fix during this process.
4. Choose File | Save As and save the data as a comma delimited file. It is recommended that the filename include the contest name and a number to clearly identify the file for importing.
5. Enter the key in the tabulations program by using the Import button provided to import the file with the key.
6. To enter contestant forms In the Tabulations Program choose Score Entry | Import Scores. Use Tabulations | Raw Scores to review the data.

## Scanning Keys for Key Scoring Class Types

Class scoring provided a simple matching scoring system. The best way to import the key is to scan the key in Remark and save the file using the directions below. This insures that the key is entered exactly as the tests are scanned.

1. Open the template provided with the tabulations program (see list below) for the form you intend to read. Note: Some adjustments to the template may need to be made for some scanners.
2. Scan the forms using the Easy Read options.
3. Review the scanned forms and enter the correct score for mismarked entries in the key.
4. Choose File | Save As and save the data as a comma delimited file. It is recommended that the filename include the contest name, class, and “KEY” to clearly identify the file for importing.
5. Enter the key in the tabulations program by using the Import option on the key entry screen.
6. Enter or import the point values for the class if questions have different point values.
7. Print the key and double check.

Note: Multiple keys that use the same form template may be scanned together and imported from a single file.

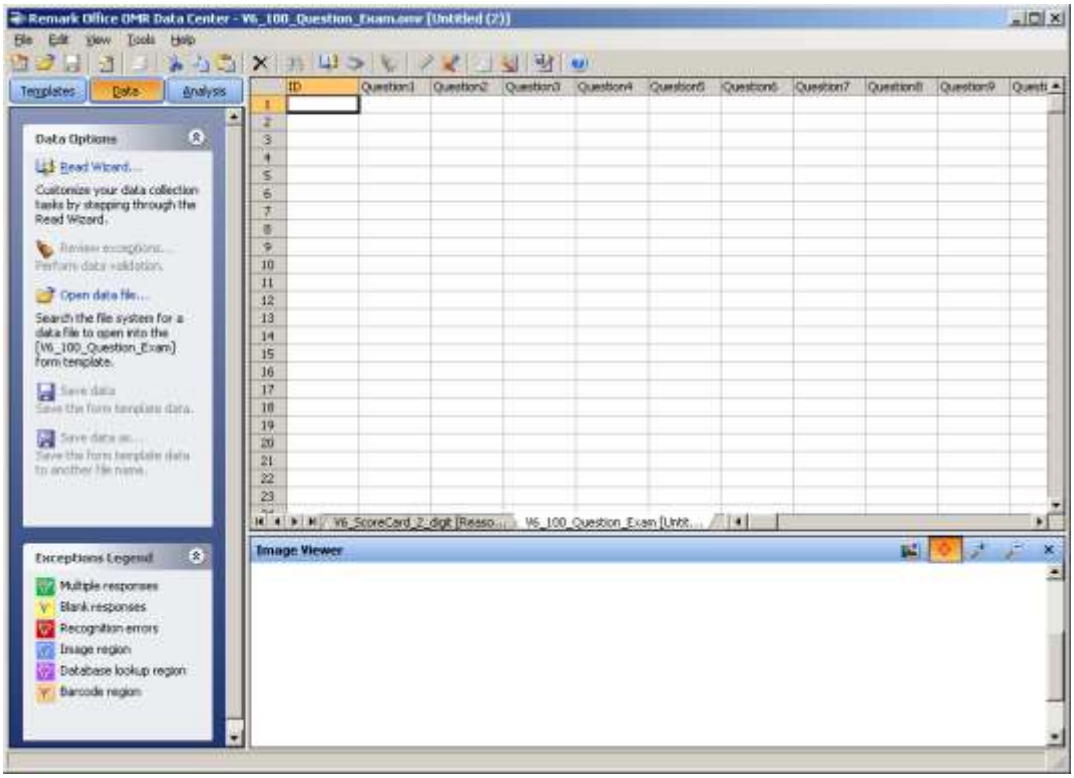
## Processing Tests

Tests with a subjective score require grading in Remark. Tests without the subjective score can be graded in the tabulations program (class type Scoring). The process is similar to using a Scantron machine. The key is scanned as the first test. Keys can be made from any form. It is suggested that the barcode be marked with a marker to prevent it reading. NOTE: Templates are provided for both single and multiple answers per question. Only use the multiple templates if needed.

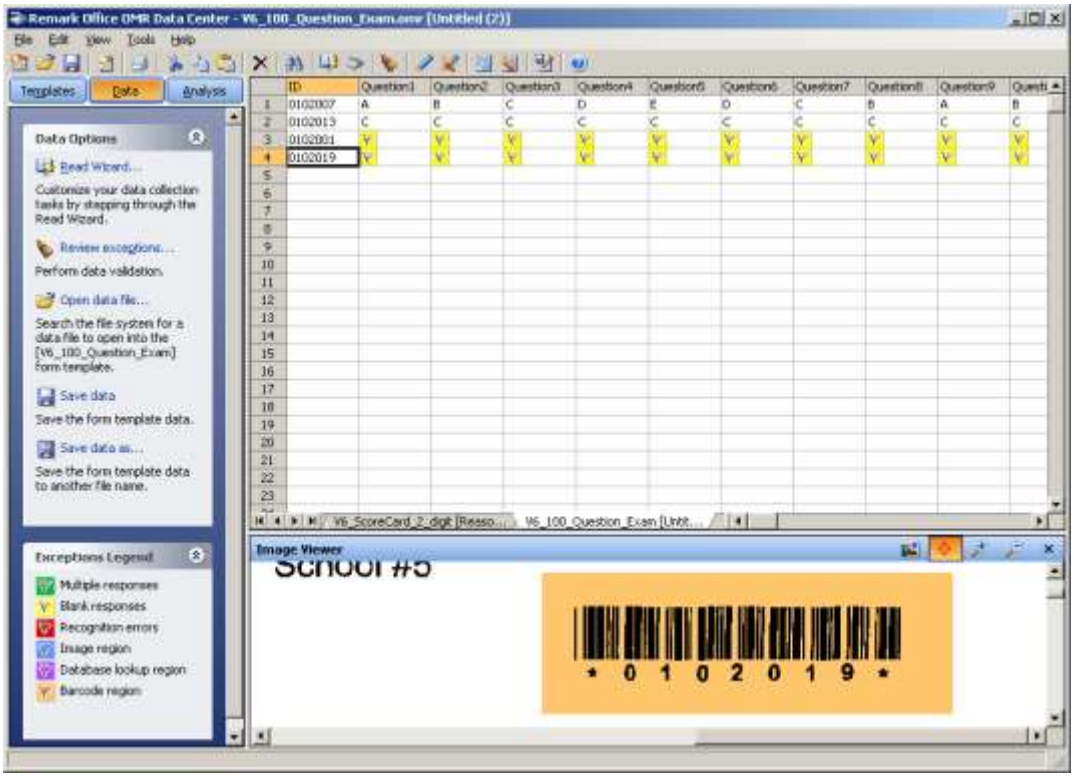
1. Scan the tests following steps 1-4 for other forms. Always check to see that the first from is the key.
2. Click on the Analysis Tab and choose “Easy Grade”.
3. After the forms are processed choose “Export Gradebook”.
4. Choose Format: “Custom” then click on the “Export” button.
5. Choose a folder and filename. It is recommended that you create a folder for the data files. If you are scanning multiple contests then include the contest name in the filename. The

tabulations program will sort out the classes automatically, but you may want to describe the type of card that was scanned in the filename. It is recommended that you add a number to the end of the filename for each batch processed. For example: “AgMech-Exam-2”. Choose Save As Type: “Custom Text”.

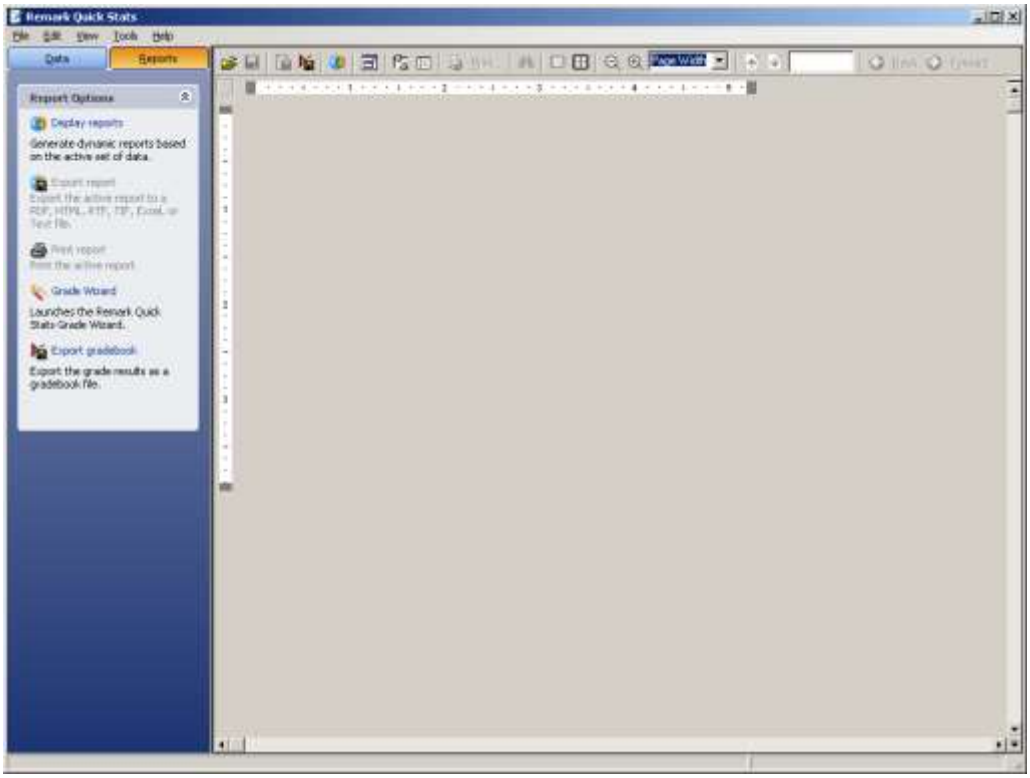
6. A configuration file is provided for processing the exams (the same file can be used for all formats). Choose the file as shown below.
7. Click on the “Finish” button to complete the export.
8. Exported files can be move to the tabulations computer using a USB drive or opened directly if the tabulations computer has access to the folder. Simply use the import option found under score entry. The import process will note exceptions. Files can be imported more than once with the last entries replacing any previous ones.



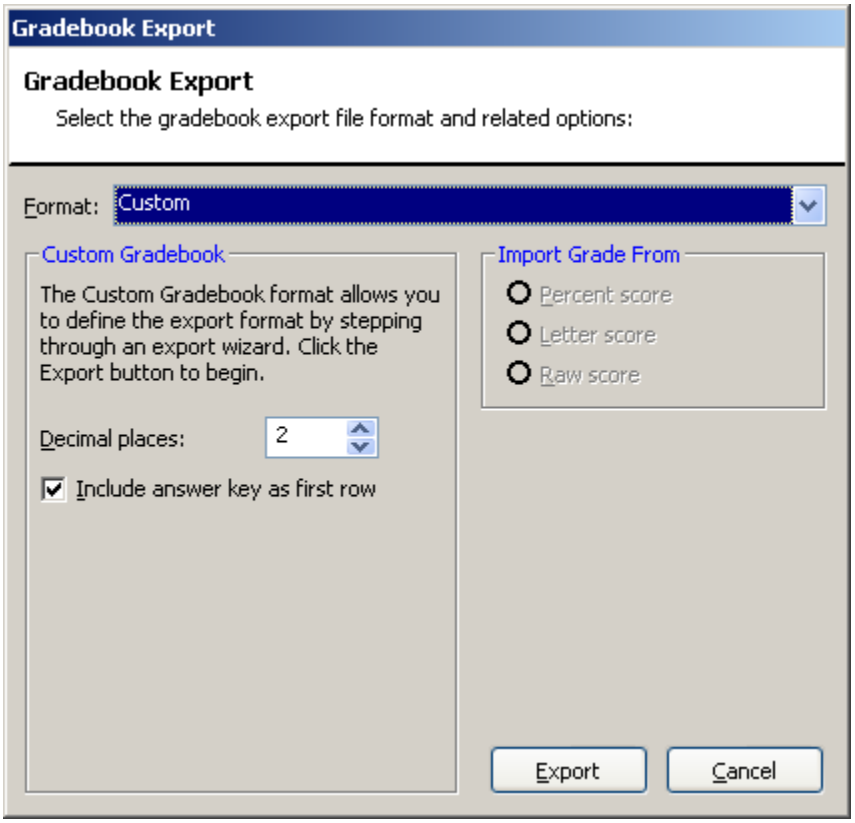
Screen with an exam template loaded



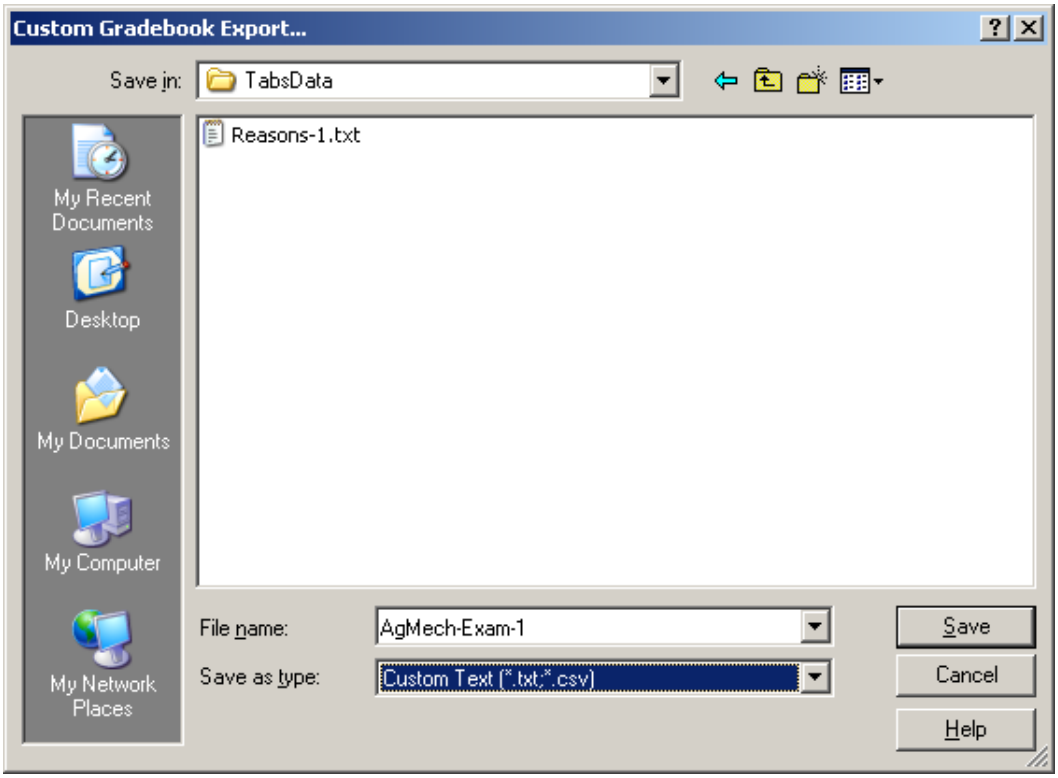
Screen after scanning forms



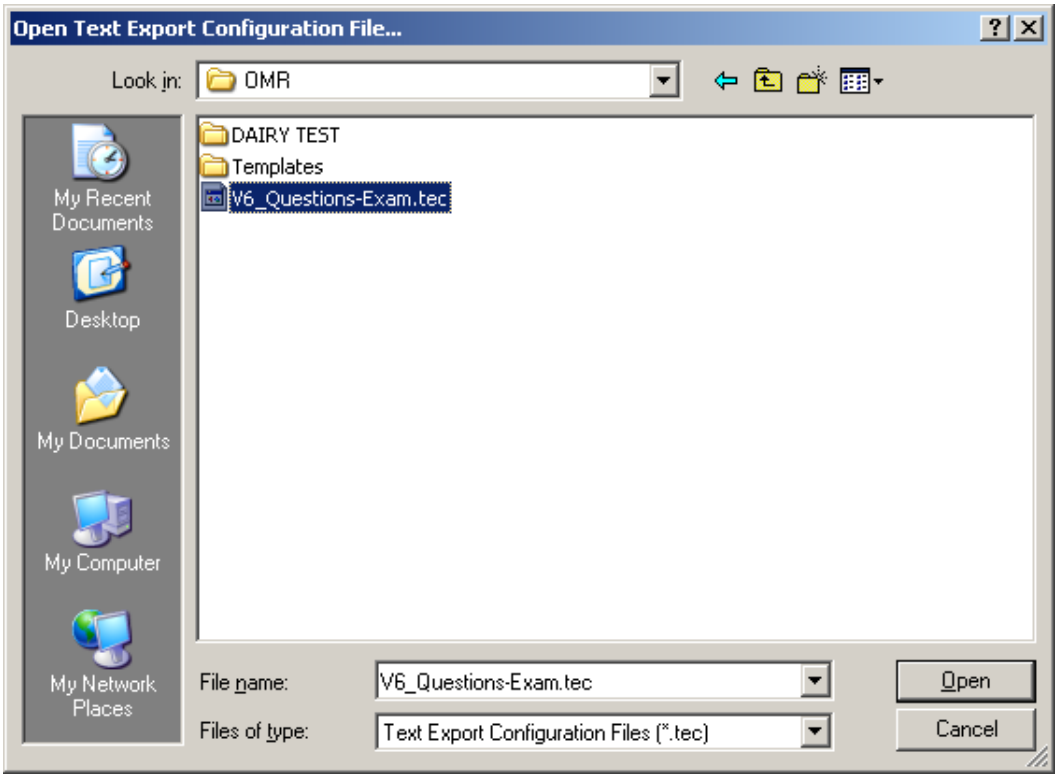

Easy Grade Screen



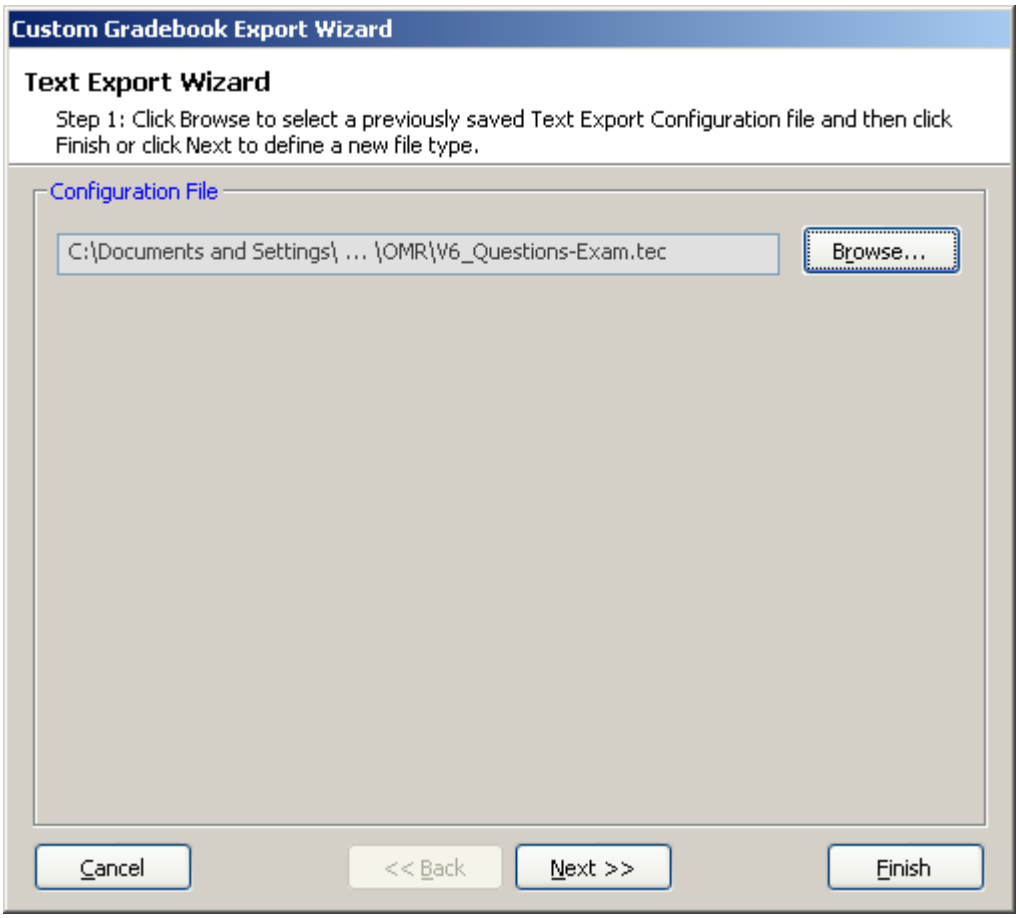

Grade Export Dialog




Save File Dialog




Open Configuration File Dialog




Export Wizard – Choose the Configuration File

# Specialty Cards

Specialty cards cannot be simply scanned, graded, and imported because the scoring of these cards is not one point per question or the points vary. To score these cards the scanned data must be exported then processed by a special import routine that reads the data into the tabulations program for scoring. Once in the tabulations program these forms are scored as if they had been entered by other methods. The class type will determine how these forms are processed.

Specialty Cards include:

- Keep/Cull
- Milk
- All grading cards

### Keep/Cull

Keep/Cull template allows scanning of up to 4 animals. If more than 4 are selected then the entry is flagged a MULT and is not imported. If a card is scanned multiple times, the last entry imported will replace all previously imported entries.

Note: The keep cull card is a combination card and can be scanned with a light pen.

Scores in the Remark file are shown as "(2,4,6,8)" where the digits represent the chosen animals. When correcting entries using the "review" feature of remark the entries must be entered in the same format. Less than 4 animals can be listed, or 0 can be entered for a missing entry.
NOTE: File must be saved in the Spreadsheet [Commas] (.TXT) format.

### Beef Grading (Carcass and Live Animal)

Animals left blank are accepted and simply not scored. Animals scored multiple times are flagged as MULT and skipped by the tabulations program. If a card is scanned multiple times, the last entry imported will replace all previously imported entries.

Note: The Beef Grading Card is only available for use with Remark.

Scores in Remark for each animal have a number value for the grade from 1-11. Cards printed in Version 2.06c or later have these numbers printed on the right margin to aid in "review" process.

California CDE

**Class 01**

**- Not Configured -**

Group: 1 **Contestant: 1**

Fill in the bubble next to the FOUR animals you would PICK to KEEP.

1. ●
2. ②
3. ●
4. ④
5. ●
6. ⑥
7. ⑦
8. ●

California CDE

# BeefGrading

**- Not Configured -**

Group: 6 **Contestant: 6**

Bubble in the animal number next to the Quaily and Yield Grade

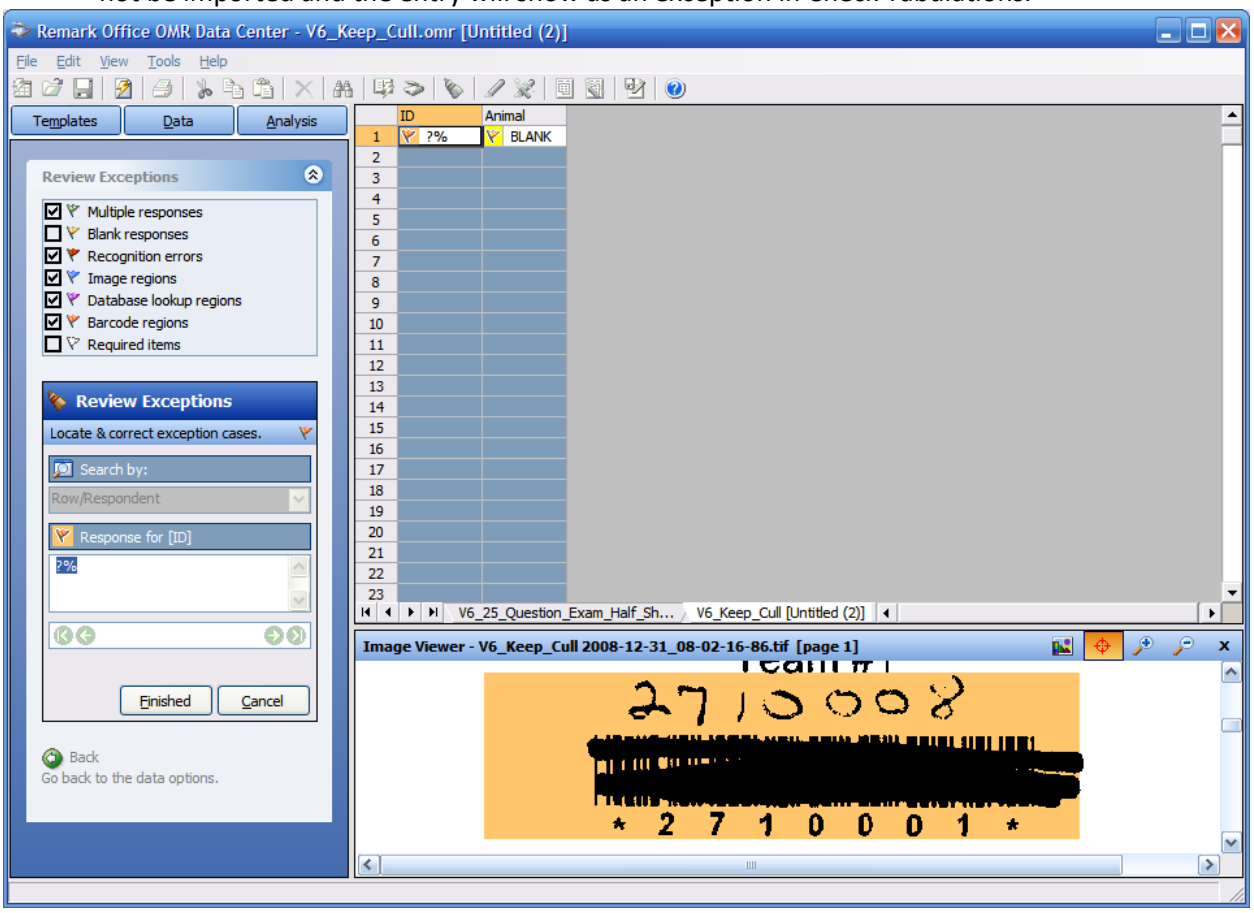
| Animal | Quality |
|---|---|
| ① ② ③ ④ ⑤ | Std- |
| ① ② ③ ④ ⑤ | Std |
| ① ② ③ ④ ⑤ | Std+ |
| ① ② ③ ④ ⑤ | Sel- |
| ① ② ③ ④ ⑤ | Sel+ |
| ① ② ③ ④ ⑤ | C- |
| ① ② ③ ④ ⑤ | C |
| ① ② ③ ④ ⑤ | C+ |
| ① ② ③ ④ ⑤ | P- |
| ① ② ③ ④ ⑤ | P |
| ① ② ③ ④ ⑤ | P+ |

| Animal | Yield |
|---|---|
| ① ② ③ ④ ⑤ | 5.50 - 5.99 |
| ① ② ③ ④ ⑤ | 5.00 - 5.49 |
| ① ② ③ ④ ⑤ | 4.50 - 4.99 |
| ① ② ③ ④ ⑤ | 4.00 - 4.49 |
| ① ② ③ ④ ⑤ | 3.50 - 3.99 |
| ① ② ③ ④ ⑤ | 3.00 - 3.49 |
| ① ② ③ ④ ⑤ | 2.50 - 2.99 |
| ① ② ③ ④ ⑤ | 2.00 - 2.49 |
| ① ② ③ ④ ⑤ | 1.50 - 1.99 |
| ① ② ③ ④ ⑤ | 1.00 - 1.49 |

## Substituting Forms

OMR forms are coded by contest, class, and contestant. If a form is substituted use the following procedure:

1. Mark through the barcode on the substituted form.
2. Write the correct ID number **above** the barcode
3. When the form is scanned it will show as an exception. The image of the barcode will be displayed. Enter the correct ID number for the form. See sample screen below.
4. Form will then be processed with the correct ID. If the barcode is not corrected the form will not be imported and the entry will show as an exception in Check Tabulations.




## Custom Forms

It is possible to produce custom forms for use with the tabulations program. The tabulations program expects to import a comma delimited file with two values: the ID and score. See the tabulations program for more information on this format. Remark templates can be created that provide variable points per question and multiple answers per question. Some possible applications of custom forms:

- Short tests where the key is combined with the questions.
- Custom score cards
- Tests where questions have variable points

# Appendix C -- Using the GradeMaster Test Scanner

Data from the GradeMaster Scoring system can be imported into the Tabulations program. Test forms MUST include an ID. See Import External Score Data for the possible ID formats. Use the USB interface and bundled software to score the tests. Export the ID and score ONLY to a comma delimited (CSV) file. Then use the Score Entry | Import External Score Data option to bring the scores into the Tabulations program. Hint: One or two scoring machines can be used for all events and the CSV files saved one a USB drive then imported on the tabulations computer directly from the USB drive.

See: http://www.appersonedu.com for information on this product.

# Appendix D
# Milk Quality Scoring Notes – OMR Setup and Entry

See Contest materials for OMR forms and Remark Templates

**Class Setup for OMR scoring.**

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Milk A | 1 | No | 60 | 1 | No | Milk Defects |
| 02 | Milk B | 1 | No | 60 | 1 | No | Milk Defects |
| 03 | Milk C | 1 | No | 60 | 1 | No | Milk Defects |
| 04 | Milk D | 1 | No | 60 | 1 | No | Milk Defects |
| 05 | Cheese ID | 2 | No | 10 | 1 | No | Key Scoring |
| 06 | Real / Imitation | 2 | No | 10 | 1 | No | Key Scoring |
| 07 | Milk Fat Content | 3 | No | 5 | 1 | No | Key Scoring |
| 08 | Test | 1 | No | 25 | 1 | No | Key Scoring |

All milk forms may be scanned together since they are the same form and use the same Remark template.

# Appendix E
# Milk Quality Scoring Notes – Manual Entry

Class Setup for scoring forms manually.

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Milk A | 1 | No | 60 | 1 | No | Normal |
| 02 | Milk B | 1 | No | 60 | 1 | No | Normal |
| 03 | Milk C | 1 | No | 60 | 1 | No | Normal |
| 04 | Milk D | 1 | No | 60 | 1 | No | Normal |
| 05 | Cheese ID | 2 | No | 10 | 1 | No | Normal |
| 06 | Real / Imitation | 2 | No | 10 | 1 | No | Normal |
| 07 | Milk Fat Content | 3 | No | 5 | 1 | No | Normal |
| 08 | Test | 1 | No | 25 | 1 | No | Normal |

# Appendix F
# Land Judging Scoring Notes – OMR Setup Entry

See Contest materials for OMR forms and Remark Templates.

### Class Setup for OMR

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Pit #1 | 1 | Yes | 100 | 1 | No | Key Scoring |
| 02 | Pit #2 | 1 | No | 100 | 1 | No | Key Scoring |
| 03 | Pit #3 | 1 | No | 100 | 1 | No | Key Scoring |
| 04 | Pit #4 | 1 | No | 100 | 1 | No | Key Scoring |

### Scoring Note:

The CATA Curricular Code was modified in 6/2009 to score multiple select items (choose up to 3) as a single question. This means that there is no longer variable credit for these sections. The contestant choices must match the judge's choices to receive credit.

### Key Entry

IMPORTANT: Land judging card is a two-sided card and must be scanned in DUPLEX mode.

The following procedure is recommended to create and enter keys:

1. Use an extra score sheet to create each key. The Class Number (pit) must match the actual class.
2. Scan each key (one at a time) and save the file (e.g. Land Pit 1 key.txt)
3. Import each key using the special Land Scoring Key entry.
4. Import the key point values from the file LAND POINT VALUES.TXT or enter by hand

Once the keys are entered and proofed scanning of the contestant cards can begin. Cards can be scanned as mixed classes since they use the same template.

### California State Finals Reporting

CATA Curricular Code states:

> "Individual Scores: For overall high individuals in the State Finals Contest, Cal Poly scores ONLY will be used. Fresno State will present individual awards at their contest.
>
> The state champion [team] will be determined by a combination of the Cal Poly SLO scores and Fresno State land team and individual judging scores."

This is interpreted to mean that the team scores from both contests will be combined.

Since the state final is a composite of the Fresno and Cal Poly, SLO contests the following setup is required at Cal Poly:

- Using the Setup Wizard add a Team Score called Fresno Team Score.
- Retrieve the Fresno Results from the Fresno web site.

- When tabulations are complete and checked run Team Results to be used for team awards given by CalPoly for their contest.
- Enter the Fresno Team Scores using the team entry for those teams that competed at Fresno. If a team did not compete at Fresno enter 0.
- Run the normal individual and team results reports required at CalPoly for all state finals. The Individual ranking is the ranking for the Cal Poly contest. The Team ranking is a combination of Fresno and Cal Poly. NOTE: The team score is double that of a single contest (possible 2400 points).

# Appendix G
# Land Judging Scoring Notes – Manual Entry

Forms may be manually scored and the scores entered with the setup below. See contest rules for scoring information.

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Pit #1 | 1 | Yes | 100 | 1 | No | Normal |
| 02 | Pit #2 | 1 | No | 100 | 1 | No | Normal |
| 03 | Pit #3 | 1 | No | 100 | 1 | No | Normal |
| 04 | Pit #4 | 1 | No | 100 | 1 | No | Normal |

# Appendix H
# Meat Judging Scoring Notes – OMR Setup and Entry

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Carcass Beef | 1 | No | 432 | 2 | Yes | Normal |
| 02 | Carcass Pork | 1 | No | 432 | 2 | Yes | Normal |
| 03 | Wholesale Cuts | 1 | No | 432 | 2 | Yes | Normal |
| 04 | Retail Cuts 1 | 1 | No | 432 | 2 | Yes | Normal |
| 05 | Retail Cuts 2 | 1 | No | 432 | 2 | Yes | Normal |
| 06 | Value Based Pricing | 3 | No | 25 | 1 | Yes | Normal |
| 07 | Keep/Cull | 1 | No | 432 | 2 | Yes | Keep/Cull |
| 08 | Questions #1 | 5 | No | 10 | 1 | No | Key Scoring |
| 09 | Questions #2 | 5 | No | 10 | 1 | No | Key Scoring |
| 10 | Retail Cut ID | 1 | Yes | 180 | 1 | No | Key Scoring |
| 11 | Beef Quality Grading | 1 | No | 50 | 1 | No | Meat Quality Grading |
| 12 | Beef Yield Grading | 1 | No | 50 | 1 | No | Meat Yield Grading |
| 13 | Written Exam | 3 | No | 90 | 1 | No | Key Scoring |

IMPORTANT: *Meat Cut ID card is a two-sided card and must be scanned in DUPLEX mode.

The Meat Cut ID has a variable point value for each of the three sections. Once the key is imported the point values need to be entered or imported. A file with the correct point values is provided (MEAT CUT ID POINT VALUE.TXT). If the contest has less than 30 cuts, point values of the unused sections should be set to 0.

# Appendix I
# Poultry Judging Scoring Notes –Setup and Entry

Setup for non-OMR. Forms indicated with an "*" can be entered by bar-code entry (see standard 1/3 page bar-code forms).

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging Class | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Market Broilers* | 1 | No | 432 | 2 | Yes | Normal |
| 02 | Egg-Type Hens* | 1 | No | 432 | 2 | Yes | Normal |
| 03 | Live Class 3 Reasons* | 1 | Yes | 50 | 1 | No | Normal |
| 04 | RTC Grading Class | 1 | No | 50 | 1 | No | Normal |
| 05 | RTC Carcasses* | 1 | No | 432 | 2 | Yes | Normal |
| 06 | RTC Carcass Reasons* | 1 | Yes | 50 | 1 | No | Normal |
| 07 | Egg Interior Grading | 1 | No | 50 | 1 | No | Normal |
| 08 | Egg Exterior Grading | 1 | No | 50 | 1 | No | Normal |
| 09 | Egg Written Factors | 1 | No | 50 | 1 | No | Normal |
| 10 | Boneless Meat Products | 1 | No | 50 | 1 | No | Normal |
| 11 | Bone-in Meat Prod | 1 | No | 50 | 1 | No | Normal |
| 12 | Parts ID | 5 | No | 10 | 1 | No | Normal |
| 13 | Written Exam | 4 | No | 25 | 1 | No | Normal |

Setup for using OMR cards.

| ID | Class Title | Multiplier | Tie | Max Score | Min Score | Judging Class | Class Type |
|---|---|---|---|---|---|---|---|
| 01 | Market Broilers | 1 | No | 432 | 2 | Yes | Normal |
| 02 | Egg-Type Hens | 1 | No | 432 | 2 | Yes | Normal |
| 03 | Live Class 3 Reasons | 1 | Yes | 50 | 1 | No | Normal |
| 04 | RTC Grading Class | 1 | No | 50 | 1 | No | Poultry RTC Carcass Grading |
| 05 | RTC Carcasses | 1 | No | 432 | 2 | Yes | Normal |
| 06 | RTC Carcass Reasons | 1 | Yes | 50 | 1 | No | Normal |
| 07 | Egg Interior Grading | 1 | No | 50 | 1 | No | Interior Egg Grading |
| 08 | Egg Exterior Grading | 1 | No | 50 | 1 | No | Exterior Egg Grading |
| 09 | Egg Written Factors | 1 | No | 50 | 1 | No | Key Scoring |
| 10 | Boneless Meat Products | 1 | No | 50 | 1 | No | Key Scoring |
| 11 | Bone-in Meat Prod | 1 | No | 50 | 1 | No | Key Scoring |
| 12 | Parts ID | 5 | No | 10 | 1 | No | Key Scoring |
| 13 | Written Exam | 4 | No | 25 | 1 | No | Key Scoring |

See Contest Materials for forms.

# Appendix J – Registration Instructions

Proper registration is a key component for correct tabulations. You should have the following materials for registration:

- Team registration cards.
- Name Tags or Packets with the contestant number.
- A list of registered chapter (schools). A list of registered chapters can be found at: http://www.calaged.org/registration.

Please use the following procedures for registering contestants.

- ❑ Use the chapter name as the Team Name (see back of FFA jacket). This avoids confusion. Some cities have multiple chapters (e.g. Bakersfield) and we have chapters with the same name (e.g. Live Oak, Sierra). This is important for sweepstakes! Hint: Have contestants lineup alphabetically by chapter name. This doesn't really matter to the tabulations, but gives the contestants something to do….
- ❑ Give each contestant a name tag or packet with the contestant number. Note: Contestant numbers do not need to be contiguous, but handing them out in order ensures team members will be in different groups. There is no need to skip numbers for partial teams.
- ❑ Register no more than the maximum number of contestants allowed per team on a single team. In most cases this is 4 (Small Engines and Farm Power are 3/team, and BIG is 5/team).
- ❑ If you register multiple teams from the same chapter add a letter to the end of the chapter name (e.g. Gridley B). Contestants or coach MUST determine who is on each team. For example if a chapter brings 5 contestants you might register 4 on one team and 1 on a second team. If they bring 6 they might opt to register 3 and 3. This is their decision.
- ❑ Names must be legible.
- ❑ Double check the contestant number with their name tag or packet. This is the key to all tabulations.
- ❑ Return the complete registration (team cards) promptly so tabulations can begin.

# Appendix K – Checking Field Day Results

There is no substitute for having people familiar with the contest check the results. However there are a few items that can be checked by anybody. Typically this can be done as results are assembled. Have a reference copy of the CATA Curricular Code (rules) handy with the classes listed.
For each contest check the following:

- ❑ Judging classes – all scores are 50. Officials were not entered.
- ❑ High individuals with a missing or zero score. A contestant with high scores in most of the contest is unlikely to have a zero or missing score. A missing score may omit the contestant from high individual honors or affect team standing.
- ❑ Scores in one class are low for all contestants (see rules for class weights).
    - For tests and ID a multiplier is not set. For example 25 items = 100 points, but highest score is 23.
    - For grading or judging check that the official grading or placing is entered correctly. It could just be a tough class or an error.
    - For key scoring or Scantron written tests and ID – key maybe in error.

If any of the above are found contact the contest.