

USAD Software Training Manual

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Introduction

The United States Academic Decathlon[®] Event Management and Scoring program was developed primarily to provide automated scoring and event management at the USA National Competition. With this program, you will use web-based and desktop software to:

- Manage pre-competition data entry, including team and student registration data, answer keys, room and judge definitions and Super Quiz definition.
- Produce the forms, schedules, and seating charts needed for your competition.
- Use Scantron or Apperson optical mark reader devices to automatically scan student answer sheets and judge forms.
- Import answer data from Turning Technologies handheld devices for objective events.
- Enter or edit student answer data manually.
- Print various scoring, statistical, and award reports during and after the competition.

The two main options to use the software include:

Web-based Software:

- Allows coach to input all team and student data.
- Answer keys, room assignments, judge assignments, etc. can be put into the cloud. Once all information is ready, you can import data from the cloud into the desktop software.
- Once competition is complete, upload competition data to the cloud. (Test answers, etc.)

Desktop Software:

- An entire competition can be run using the desktop software only.
- You must use the web-based software to create your contest before running the desktop software.
- Once set up in the web-based software, all data can be imported to the desktop software.
- Scanning must be done in the desktop software on a PC. To prevent changes after the competition has started, use the 'lock contest' button checked in both the web-based and the desktop software. Results can be uploaded to the web-based software after the competition.

Web-Based Software

Competition Setup

Create and Setup New Contest

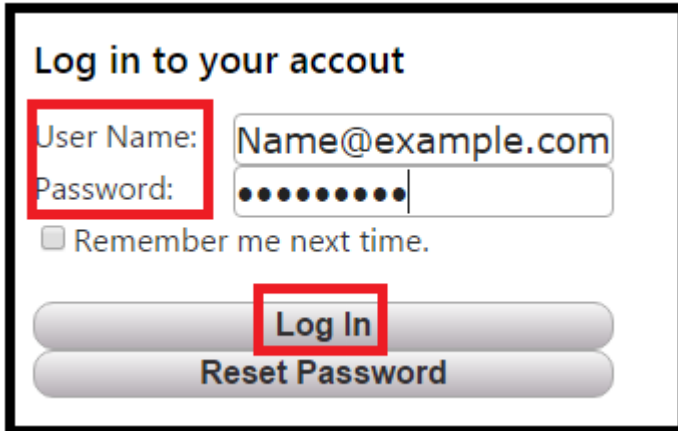
In this section you will learn how to enter all of the information regarding the type of competition. This includes number of judges, site location, date, etc.

1. Go to <https://scoring.usad.org/>.
 - Important updates will be posted on this website.

2. Select [Log In](#) in the upper-right hand corner.



3. Enter your User Name* and Password and then select [Log In](#).



* obtained from USAD after purchase

4. Select [Contest](#) next to login e-mail address.



5. If there is no contest in the corner, select [Create New Contest](#) .



Select the contest to maintain

Contest:

6. Enter in new Contest Name then select [Create Contest](#).

Select the new contest name

Contest Name:

7. Select the drop-down arrow next to list of contests.

Select the contest to maintain

Contest:

8. Locate the contest created in Step #6.

Select the contest to maintain

Contest:

- 2015 State Competition
- CA trainer1
- Example

9. Select [Change Contest](#).

Select the contest to maintain

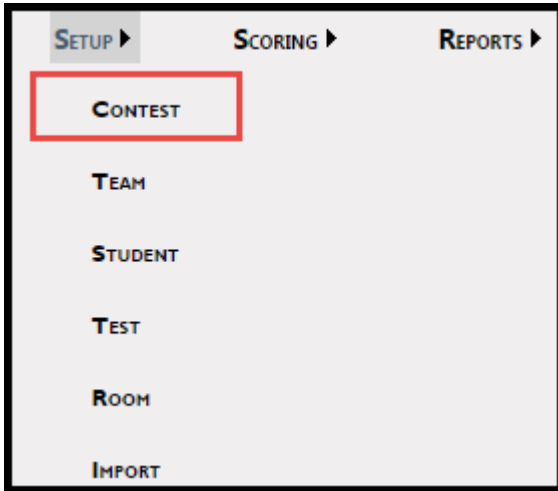
Contest:

- Notice the upper right-hand corner contest name has changed.

Hello, [Name@example.com](#) !

You should check occasionally to make sure that you are in the correct contest, especially if you have other competitions in the list.

10. Select **Setup** then **Contest**.



11. Enter in the contest information and select **Update**.

Contest Maintenance

*Organization Name:

Contest Name:

Theme:

City/State:

*Start Date:

*End Date:

Contest Rules

Coach as Proctor

Assign Rooms Automatically

Allow Manual Entry of Student ID's

Use Test Room for Essay

Lock contest (Testing has started)

Three Digit Team Numbers

Close Contest

Essay 4th Read

Update

Speech

*# of Speech Judges:

*Time Per Student:

*Time between Rounds:

Day 1: Start/End Time:

Day 2: Start/End Time:

Interview

*# of Interview Judges:

*Time Per Student:

*Time between Rounds:

Day 1: Start/End Time:

Day 2: Start/End Time:

- ✓ **Coach as Proctor**
 - Allows the coach to proctor the competition. Informational use only.
- ✓ **Assign Rooms Automatically**
 - The functionality is not available at this time. Informational use only.
- ✓ **Lock contest (Testing has started)**
 - Select this when all student and coach entries are complete and testing has begun.
- ✓ **Three Digit Team Numbers**
 - If over 100 teams are present, select this to allow for three-digit team numbers. If this option is selected, it is not possible to have more than 10 students on a team, with student number 0 – 9.
- ✓ **Close Contest**
 - Releases scores allowing coaches to view only their team's scores after the competition
- ✓ **Essay 4th Read**
 - Select this option if you require 2 out of 3 scores to be within 200 points for essay. Not checked essay will grab the 2 highest scores.

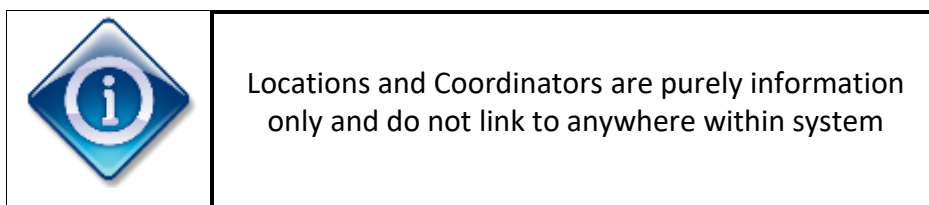
12. To keep track of locations and coordinators, select the appropriate action.

Locations

	Name	Address 1	Address 2	City	State
<input type="button" value="Edit"/>	Building #1	5130 County Road 101		Minnetonka	MN

Coordinators

	Title	Name	Address 1	Address 2	City	S
<input type="button" value="Edit"/>	Director	John Smith	5130 County Road 101		Minnetonka	M



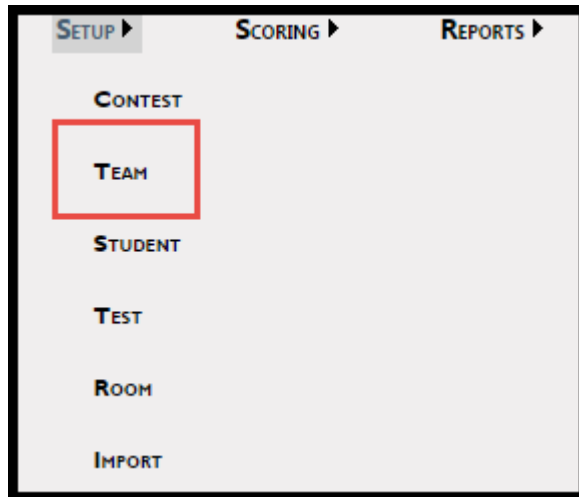
You are now ready to enter the teams, students, tests, judges, and room assignments. In many cases, room assignments might not be used, but the assignments can ease the pre-slugging process. You will input the teams followed by entering the students.

This process can be done by creating a spreadsheet and uploading the information or by entering the information manually. If you are interested in the spreadsheet directions, please see Appendix-Create Spreadsheet and Import. The following information details the manual process.

You can also begin using the desktop version of the software. You will be able to import the rest of the data for your competition. If you wish to do this, please skip to page 18.

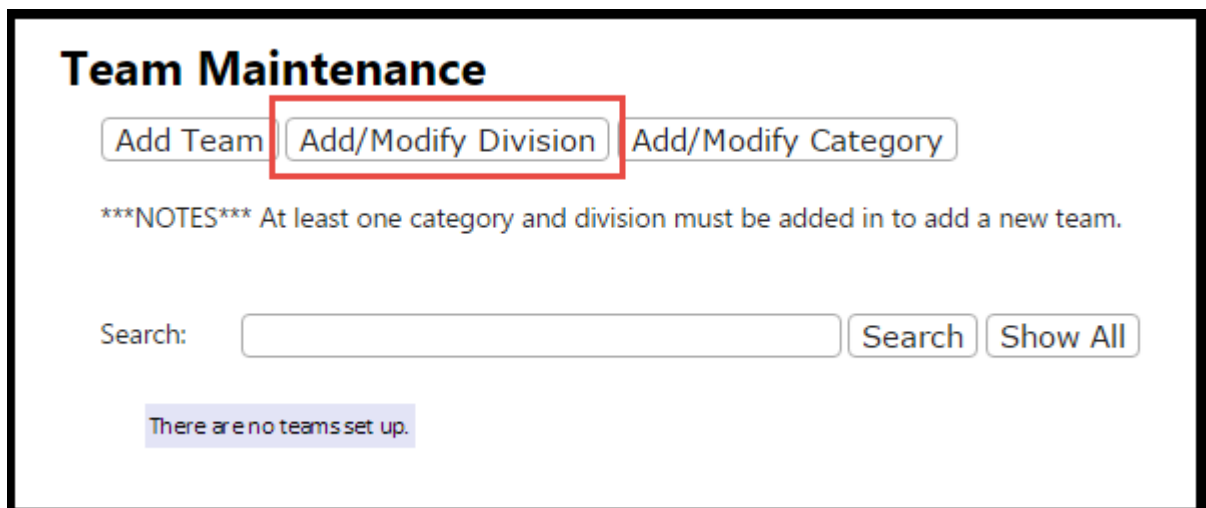
Create and Setup New Teams

1. Select **Setup** then select **Team**.
 - a. To import, go to select the setup tab and click import



The Division and Category setup is used for reporting, so utilize these as you would like to see breakouts on your reports

2. Select **Add/Modify Division**.



3. Select **Add New Division**.

The screenshot shows a window titled "Division Page". At the top, there is a light blue message box that says "There are no divisions set up." Below this message, there are two buttons: "Add New Division" and "Cancel". The "Add New Division" button is highlighted with a red rectangular border.

3. Enter **Division Name** then select **Add**.

The screenshot shows a form with a label "Division Name" above a text input field. The letter "I" is entered into the field. Below the input field are two buttons: "Add" and "Close". The "Add" button is highlighted with a red rectangular border.

4. Repeat Steps #3-4 as necessary. When done select **Cancel**.
5. Select **Add/Modify Category**.

The screenshot shows a window titled "Team Maintenance". At the bottom of the window, there are three buttons: "Add Team", "Add/Modify Division", and "Add/Modify Category". The "Add/Modify Category" button is highlighted with a red rectangular border.

6. Select **Add New Category**.

The screenshot shows a window titled "Category Page". At the top, there is a light blue message box that says "There are no categories set up." Below this message, there are two buttons: "Add New Category" and "Cancel". The "Add New Category" button is highlighted with a red rectangular border.

7. Enter **Category Name** then select **Add**.

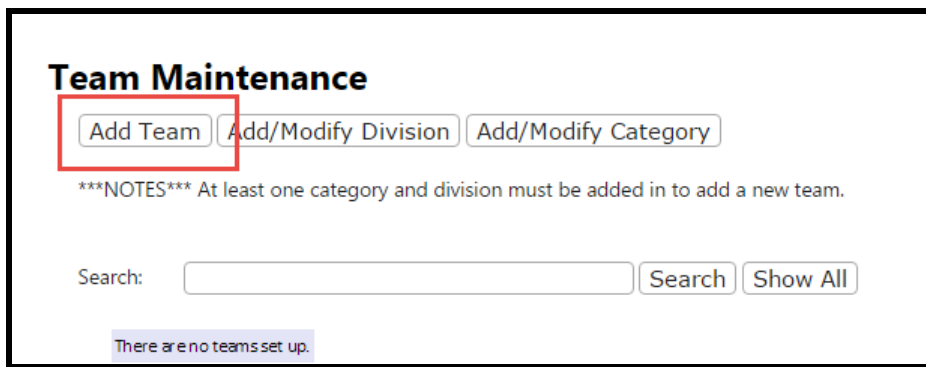


A screenshot of a web form. A text input field labeled "Category Name" contains the text "Large". Below the input field are two buttons: "Add" and "Close". A red rectangular box highlights the "Category Name" input field.

8. Repeat Steps #7-8 as necessary. When done select **Cancel**.

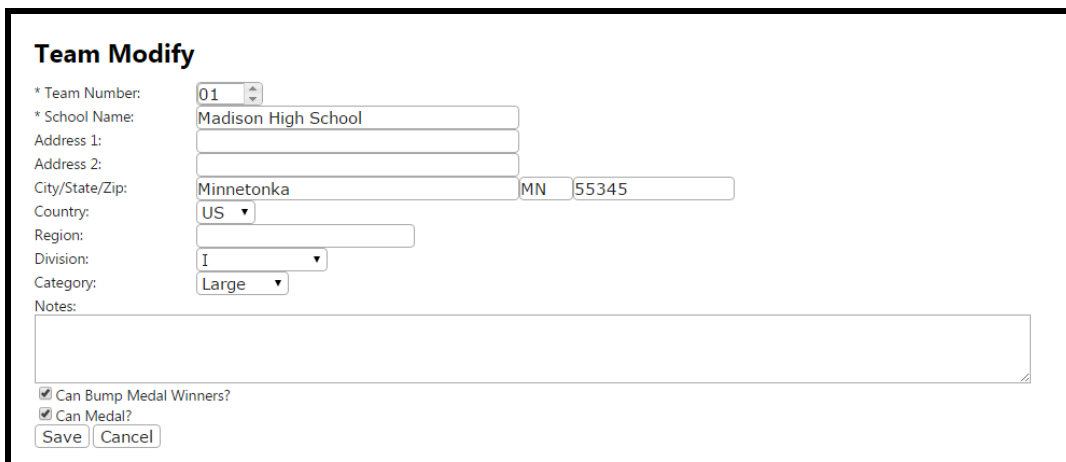
- **You must have at least one division and category.**

9. Once Divisions and Categories are setup, select **Add Team**.



A screenshot of a web page titled "Team Maintenance". At the top, there are three buttons: "Add Team", "Add/Modify Division", and "Add/Modify Category". The "Add Team" button is highlighted with a red rectangular box. Below the buttons, there is a note: "***NOTES*** At least one category and division must be added in to add a new team." Below the note is a search section with a text input field, a "Search" button, and a "Show All" button. At the bottom, there is a message: "There are no teams set up."

10. Enter in appropriate **Team Information** then select **Save**.

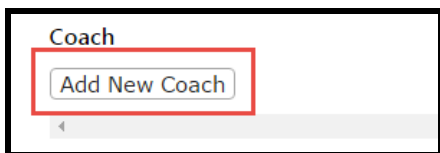


A screenshot of a web form titled "Team Modify". The form contains the following fields and options:

- * Team Number: 01 (with up/down arrows)
- * School Name: Madison High School
- Address 1: (empty text field)
- Address 2: (empty text field)
- City/State/Zip: Minnetonka MN 55345
- Country: US (dropdown menu)
- Region: (empty text field)
- Division: I (dropdown menu)
- Category: Large (dropdown menu)
- Notes: (empty text area)
- Can Bump Medal Winners?
- Can Medal?
- Save Cancel

- **Bump Medal Winners**
 - Allows certain teams to not medal over other teams
 - Example: Individuals or international students would not medal over regular teams
- **Can Medal**
 - If the student is an alternate and cannot medal, the check box would be unchecked.


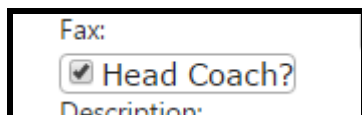
11. Scroll-down to locate **Add New Coach**.



12. Enter in appropriate **Coach Information** then select **Save**.

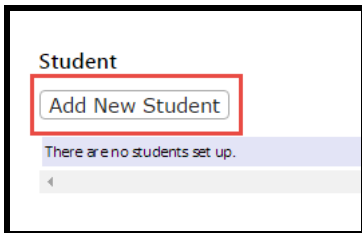
A screenshot of a "Coach Modify" form. The form contains the following fields: Team Name (Madison High School), Coach Name (John Smith), Coach Number (01), Address 1, Address 2, City/State/Zip (with separate boxes for city, state, and zip), Country (US with a dropdown arrow), Email, Phone (9525551212), Ext., Fax, a checked checkbox for "Head Coach?", and a large text area for "Description". At the bottom left are "Save" and "Cancel" buttons.

- o Select **Head Coach** for multiple coaches.



Once these steps have been complete and Add New Credentials have been completed (Step #18) a coach can add their own students.

13. Repeat Steps #12-13 until all coaches have been added then select **Cancel** to return to Team.
14. Scroll-down to locate **Add New Student**.



15. Enter in appropriate information then select **Save**.
- To continue adding students, select **Save and Add New Record** instead.
 - Student numbers must have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.

Student Modify

<p>*Student Number: <input type="text" value="1002"/></p> <p>*First Name: <input type="text" value="Jane"/></p> <p>*Last Name: <input type="text" value="Smith"/></p> <p>Pronunciation: <input type="text"/></p> <p>Grade Level: <input type="text" value="12"/></p>	<p>Team: 10 Northeast Middle School</p> <p>Team Division: 3</p> <p>HSV: <input type="text" value="Honor"/></p> <p>Room: <input type="text"/></p> <p>Interview: <input type="text"/></p> <p>Speech: <input type="text"/></p> <p>Testing: <input type="text" value="TEST"/></p> <p>Essay: <input type="text"/></p> <p>Seat Number: <input type="text" value="114"/></p>
--	---

<p>Scoring?</p> <p><input checked="" type="checkbox"/> Can Medal</p> <p><input checked="" type="checkbox"/> Count Score</p> <p><input type="checkbox"/> Alternate</p> <p><input type="checkbox"/> Individual</p>	<p>Forms Received?:</p> <p><input checked="" type="checkbox"/> Permission</p> <p><input checked="" type="checkbox"/> Conduct Code</p> <p><input checked="" type="checkbox"/> Transcript</p> <p><input checked="" type="checkbox"/> Active</p>
--	---

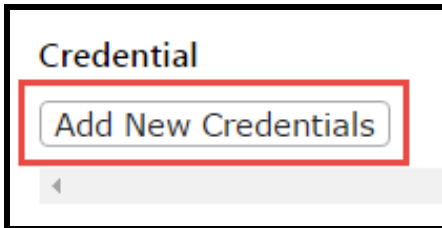
Super Quiz Round:

Save
Save and Add New Record
Cancel

- **Can Medal**
 - Can medal in the competition
- **Count Score**
 - Score counts in competition
- **Alternate**
 - Allows for manual alternate selection – Informational use only
- **Individual**
 - For Nationals individual competition
- **Super Quiz Round**
 - The scoring software is not set up for Super Quiz at this time
- **Forms Received**
 - Allows for tracking of forms on individual students; information purposes only
- **Seat Number**
 - Will print on name badge


16. Repeat Steps #14-15 until all students have been added then select **Cancel** to return to Team.

17. Scroll-down to locate **Add New Credentials** – this will allow coaches access enter their team information.



18. Enter in appropriate information then select **Save**.

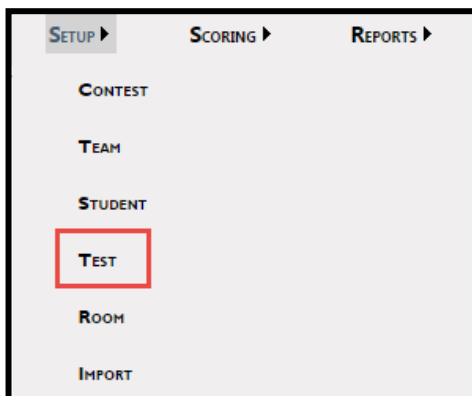
- To continue adding credentials for other coaches select **Save and Add New Record** instead.

A screenshot of a "Credential Modify" form. The form contains several input fields: "Username" (johnsmithcoach@minnetonkajs.org), "Password" (masked with dots), "New Password" (masked with dots), "Name" (John Smith), "Address 1", "Address 2", "City/State/Zip" (with separate boxes for state and zip), and "Country" (US). There is also a "Credential Description" text area containing "Head Coach for Madison HS". At the bottom of the form, there are three buttons: "Save", "Save and Add New Record", and "Cancel". The "Save" and "Save and Add New Record" buttons are highlighted with a red rectangular box.

19. The team setup is now complete.

Create and Setup New Tests

1. Select **Setup** then select **Test**.



2. Select **Add Test**.

Test Maintenance

Search:

3. Enter in appropriate information then select **Save**.

Test Modify

*Name:

*Number:

Test Type:

Scanner:

*Abbreviation:


*Total Questions:

*Total Points:

*Points Per Question:

*Multiplier:

- **Abbreviation**
 - This title will print on your final reports.
- **Total Questions** for the subjective tests should be entered as:
 - Essay
 - Total Questions: 2
 - Total Points: 1000
 - Points Per Question: Not required, a zero is all that is needed
 - Speech:
 - Total Questions: 11
 - Total Points: 1000
 - Points Per Question: Not required, a zero is all that is needed
 - Interview:
 - Total Questions: 10
 - Total Points: 1000
 - Points Per Question: Not required, a zero is all that is needed
- **Multiplier**
 - Used for Pentathlon scoring, should be set to 1 for Decathlon



Abbreviation field is what shows up on reports

4. Once saved, select **Answer Key**.

Test Modify

*Name: 2 - Science

*Number: 2

Test Type: Objective

Scanner: Scantron

*Abbreviation: Science

*Total Questions: 50

*Total Points: 1000

*Points Per Question: 20

*Multiplier: 1

Answer Key Save Cancel

5. Enter in appropriate information then select **Update All** at bottom of screen.

Add/Edit Answers

Question#	Answer	Update
1	A	Update
2	B	Update
3	B	Update

- If two answers are correct due to challenge, etc. enter both in Answer Key with no separation.

10	AB	Update
----	----	--------

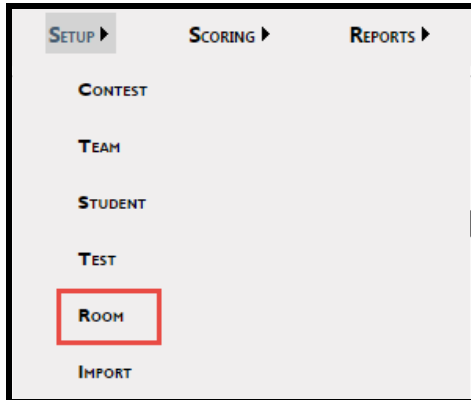
- If you are throwing out a question due to challenge, etc. enter all answers in Answer Key with no separation.

6. Repeat Steps #2-5 for all tests.

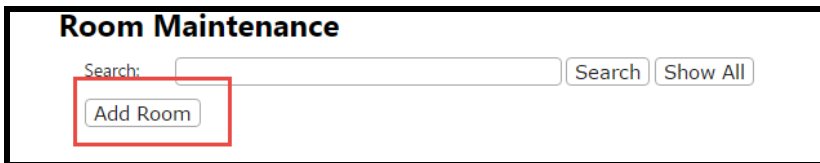
7. The tests and answer keys can be imported all at once as well which is covered in the section “Import Data into Contest”

Create and Setup New Testing Rooms

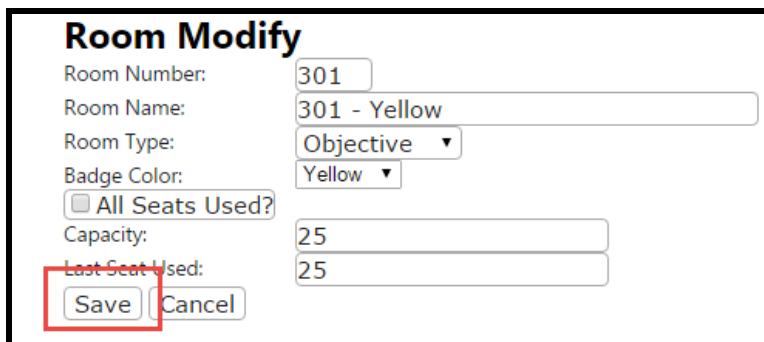
1. Select **Setup** then **Room**.



2. Select **Add Room**.



3. Enter in the appropriate information then select **Save**.

A screenshot of the 'Room Modify' form. The form contains several fields: 'Room Number' (301), 'Room Name' (301 - Yellow), 'Room Type' (Objective), 'Badge Color' (Yellow), 'All Seats Used?' (checkbox), 'Capacity' (25), and 'Last Seat Used' (25). At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

○ It is not required to enter Capacity or Last Seat Used.

4. Repeat Steps #2-3 until all of the rooms have been entered.

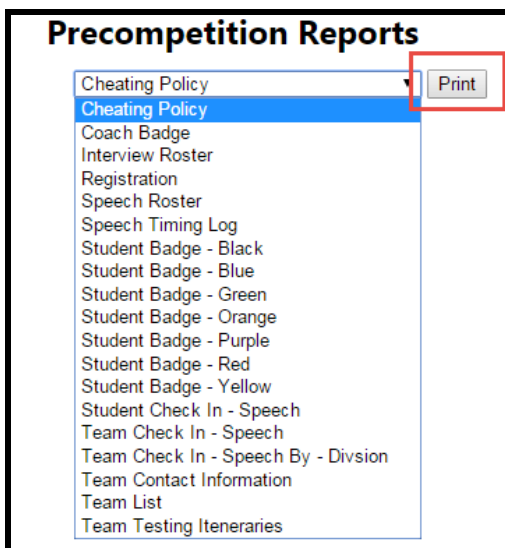
Reports and Scoring

Pre-Competition Reports

1. Select **Reports** then select **Pre-Competition**.



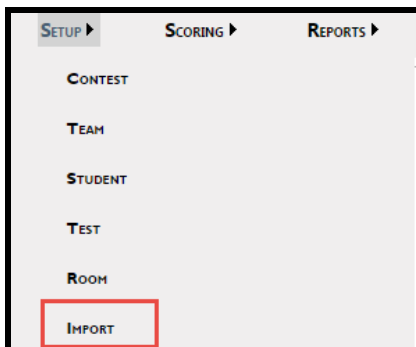
2. Select appropriate report then select **Print**.



Import Data into Contest

All data above can be imported

1. Select **Setup** then select **Import**.



- Data must be imported in the same order as shown in the list. For example, you must import your teams before you can import your coach data.

2. To view the required format of each file type, select **example**.

Do not include header in the text file.

- Teams (TeamImportData.txt or TeamImportData.csv)
- Coach (CoachImport.txt or CoachImport.csv)
- Student (StudentRooms.txt or StudentRooms.csv)
- Test / Answer Keys (AnswerKey.txt or AnswerKey.csv)
- Objective Answers (Objectiv.txt or Objectiv.csv)
- Speech Answers (Speech.txt or Speech.csv)
- Interview Answers (Intrview.txt or Intrview.csv)
- Essay Answers (Essay.txt or Essay.csv)

[example](#)
[example](#)
[example](#)
[example](#)
[example](#)
[example](#)
[example](#)
[example](#)

No file chosen

3. Preview example of import file format then select **Back**.

Team
Header
Number,School Name,Address1,Address2,City,State,Zip Code,Division,Category,Region
Example of text file
01,THS,123 N. Main,,Memphis,TN,72063,MEDIUM,MEDIUM,Texas
02,Barbers Hill,528 Eagle Drive,,Monte,NC,73580,MEDIUM,MEDIUM,New York
03,Creekview,753 Denton Road,,Carrollton,TX,78007,MEDIUM,MEDIUM,Minnesota

Do not include header in the text file.

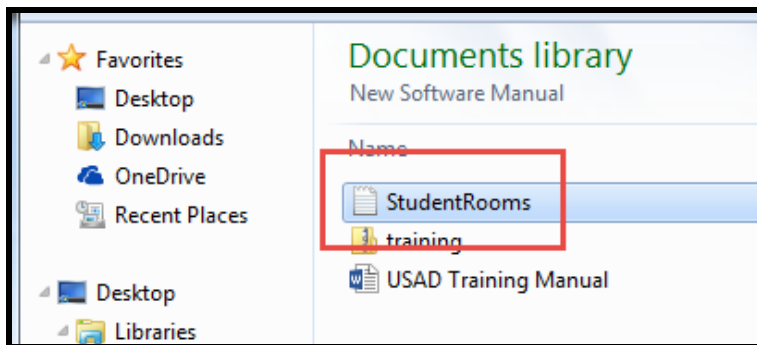
4. Select the file type which will be imported then select **Choose File**.

A screenshot of a web-based file selection interface. It features a list of file types with checkboxes and corresponding example links. The 'Student' option is selected and highlighted with a red box. Below the list, the 'Choose File' button is also highlighted with a red box, and the text 'No file chosen' is visible next to it. An 'Upload' button is located to the right.

<input type="checkbox"/>	Teams (TeamImportData.txt or TeamImportData.csv)	example
<input type="checkbox"/>	Coach (CoachImport.txt or CoachImport.csv)	example
<input checked="" type="checkbox"/>	Student (StudentRooms.txt or StudentRooms.csv)	example
<input type="checkbox"/>	Test / Answer Keys (AnswerKey.txt or AnswerKey.csv)	example
<input type="checkbox"/>	Objective Answers (Objectiv.txt or Objectiv.csv)	example
<input type="checkbox"/>	Speech Answers (Speech.txt or Speech.csv)	example
<input type="checkbox"/>	Interview Answers (Intrview.txt or Intrview.csv)	example
<input type="checkbox"/>	Essay Answers (Essay.txt or Essay.csv)	example

Choose File No file chosen Upload

5. Locate and select the file.



6. Select **Upload**.

A screenshot of the same web-based file selection interface as in step 4. The 'Student' option is selected. The 'Choose File' button now displays 'StudentRooms.txt'. The 'Upload' button is highlighted with a red box.

Do not include header in the text file.

<input type="checkbox"/>	Teams (TeamImportData.txt or TeamImportData.csv)	example
<input type="checkbox"/>	Coach (CoachImport.txt or CoachImport.csv)	example
<input checked="" type="checkbox"/>	Student (StudentRooms.txt or StudentRooms.csv)	example
<input type="checkbox"/>	Test / Answer Keys (AnswerKey.txt or AnswerKey.csv)	example
<input type="checkbox"/>	Objective Answers (Objectiv.txt or Objectiv.csv)	example
<input type="checkbox"/>	Speech Answers (Speech.txt or Speech.csv)	example
<input type="checkbox"/>	Interview Answers (Intrview.txt or Intrview.csv)	example
<input type="checkbox"/>	Essay Answers (Essay.txt or Essay.csv)	example

Choose File StudentRooms.txt Upload

- Team numbers cannot exceed 2 or 3 digits, depending on your contest setup.
 - You must have “true” or “false” in files N-Q in the student rooms file.
 - You must have a seat number for testing rooms – even if you just enter 1 for all students.
 - Speech and interview times must be entered in military time.
 - You must have times (military format) and rooms for speech/interview – even for pentathlon.
 - **If there is a field that you do not wish to enter (i.e. coach phone number on the Coach Import), you must enter a comma in that column to fill it.**
7. Repeat Steps #2-6 until all files have been imported.

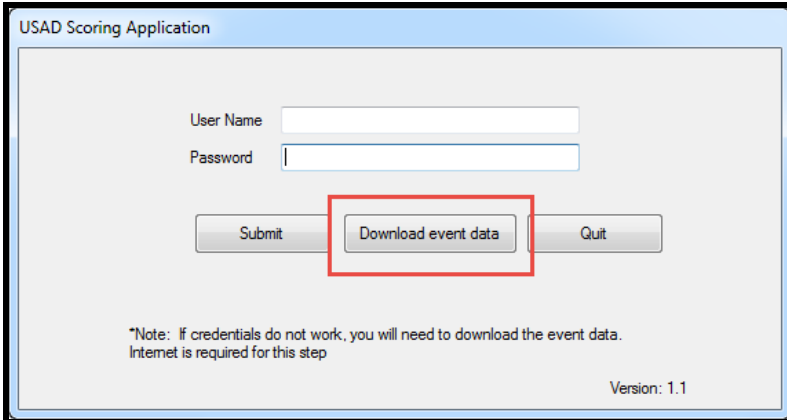
Desktop Software

Download Event Data and Log In



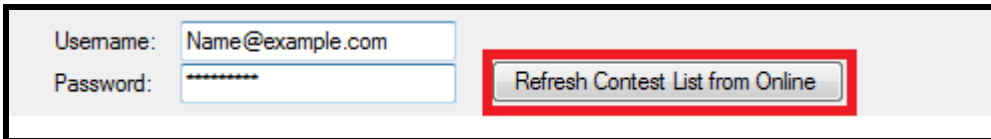
These steps must be completed in Desktop Version of Software, not Web-Based Version; Also **'Lock contest'** should be set in Web-Based Version before scoring begins

1. Open Desktop Version of USAD
2. Select **Download event data**

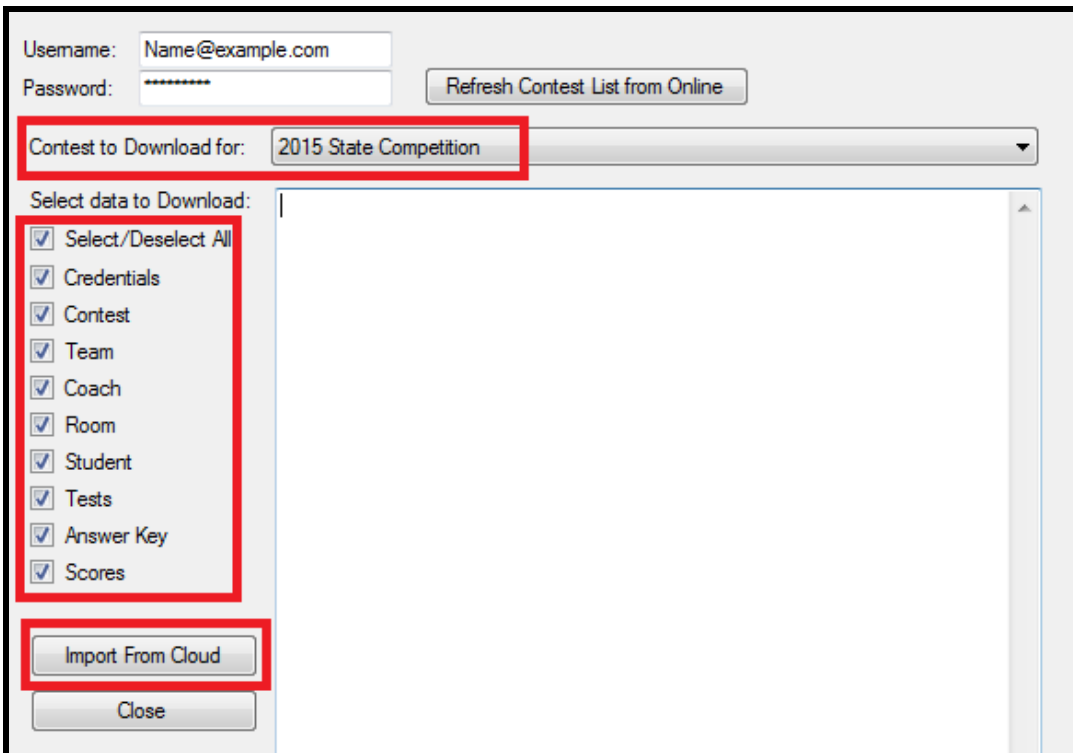


- You **must** download event data before logging in

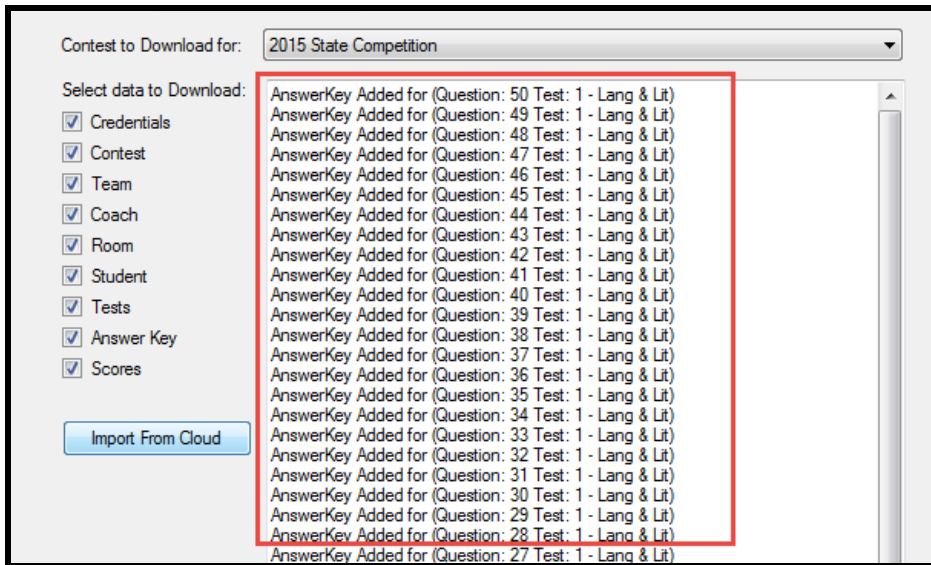
3. Enter in **Username** and **Password** then select **Refresh Contest List from Online**



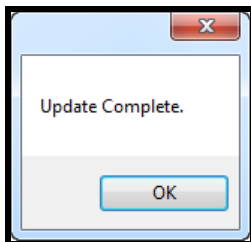
4. Select appropriate contest and all data then select **Import from Cloud**



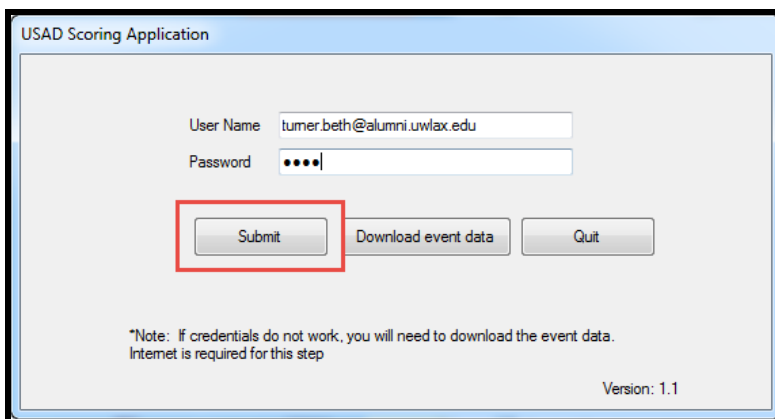
5. You will begin to see all the data being imported



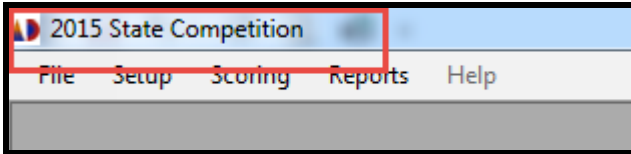
6. Once all information has imported, you will receive an **Update Complete** then select **OK**



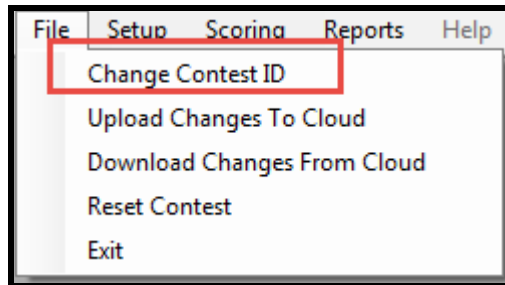
7. Close download window and enter in **Username** and **Password** then **Submit**



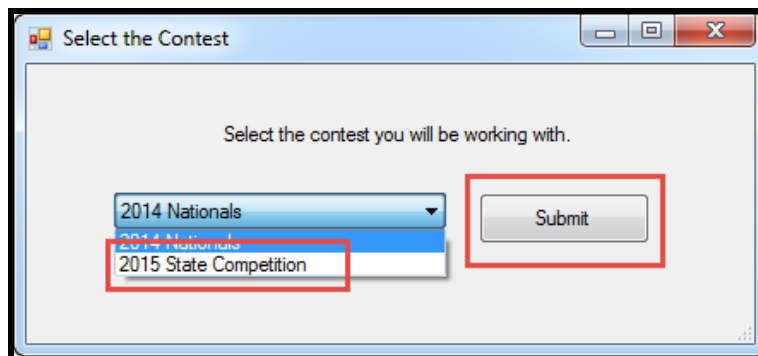
8. Verify contest name in upper left-hand corner is correct




- a. If it is not, select **File** then **Change Contest ID**




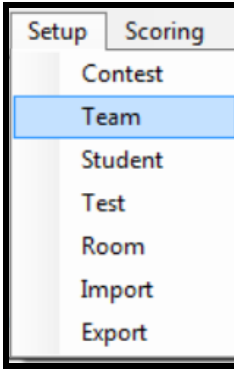
- b. Locate appropriate contest and select **Submit**



Create and Setup New Teams

	<p>You can also import your team, coach, student, test/answer keys, objective, speech, interview and essays answers. If you wish to do this skip to page 32.</p>
---	--

1. Select **Setup** then select **Team**



The Division and Category setup is used for reporting, so utilize these as you would like to see breakouts on your reports

2. Select **Add/Edit Division**

Team Page

Add New Team **Add/Edit Division** Add/Edit Category

	State	Zip Code	Country	County/Region/State	Can Medal?	Can Bump Medal Winner?	Notes	Division
	MN	38305	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8
	MN	80634	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8

3. Select **Add Division**

Division Page

Add Division Close

	Name	Edit	Delete
▶	8	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
	7	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

4. Enter **Division Name** then select **Add**

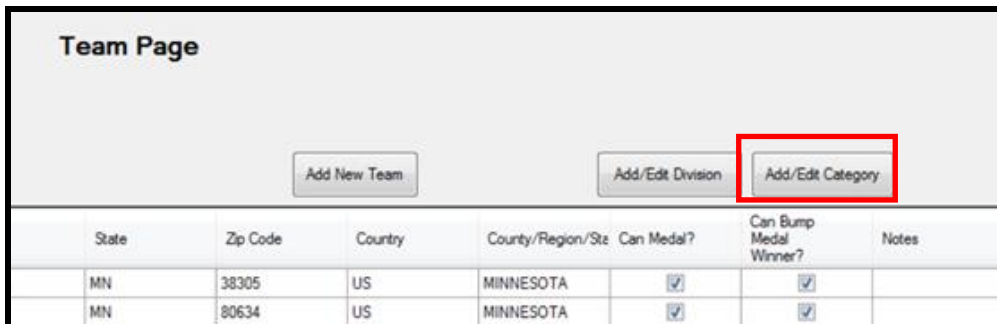


Division Name
I

Add Close

5. Repeat Steps #3-4 as necessary and when done select **Cancel**

6. Select **Add/Edit Category**

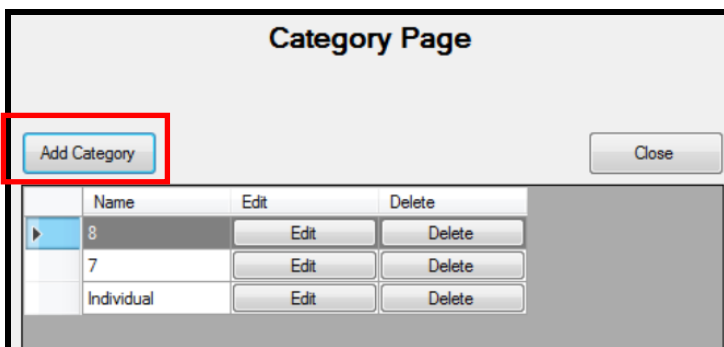


Team Page

Add New Team Add/Edit Division Add/Edit Category

State	Zip Code	Country	County/Region/Ste	Can Medal?	Can Bump Medal Winner?	Notes
MN	38305	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MN	80634	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

7. Select **Add Category**



Category Page

Add Category Close

Name	Edit	Delete
8	Edit	Delete
7	Edit	Delete
Individual	Edit	Delete

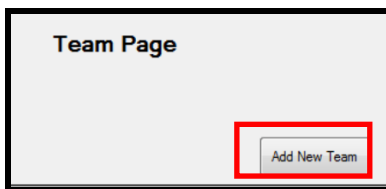
8. Enter **Category Name** then select **Add**



A screenshot of a web form. At the top, there is a text input field labeled "Category Name" containing the word "Large". Below the input field are two buttons: "Add" and "Close". The entire form is enclosed in a black rectangular border.

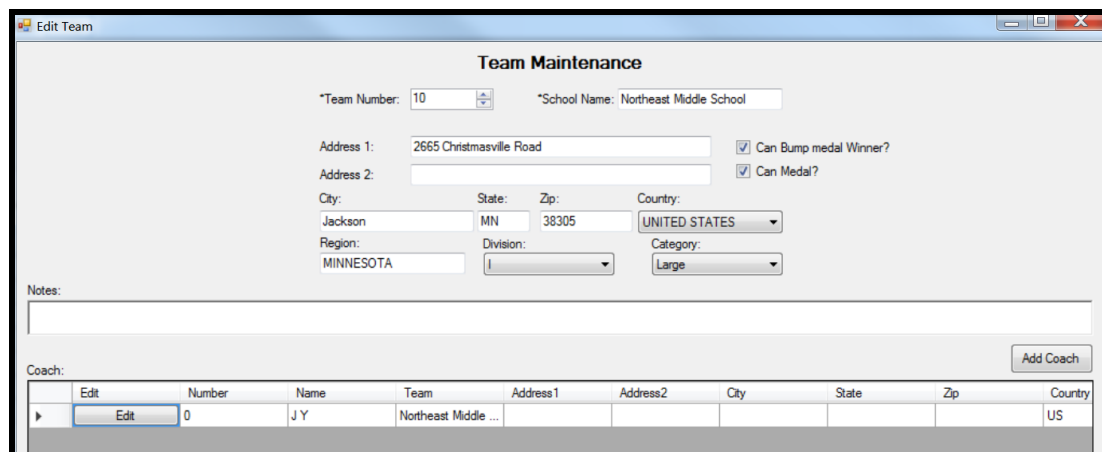
9. Repeat Steps #7-8 as necessary and when done select **Cancel**

10. Once Divisions and Categories are setup, select **Add New Team**



A screenshot of a web page titled "Team Page". In the bottom right corner, there is a button labeled "Add New Team" which is highlighted with a red rectangular border.

11. Enter in appropriate **Team Information** then select **Add**



A screenshot of a software window titled "Edit Team". The window contains a "Team Maintenance" form with the following fields and values:

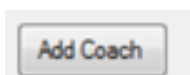
- *Team Number: 10
- *School Name: Northeast Middle School
- Address 1: 2665 Christmasville Road
- Address 2: (empty)
- City: Jackson
- State: MN
- Zip: 38305
- Country: UNITED STATES
- Region: MINNESOTA
- Division: I
- Category: Large

There are two checkboxes: "Can Bump medal Winner?" and "Can Medal?", both of which are checked. Below the form is a "Notes" text area. At the bottom right of the form is an "Add Coach" button. Below the form is a table with the following data:

Edit	Number	Name	Team	Address1	Address2	City	State	Zip	Country
▶ Edit	0	J Y	Northeast Middle ...						US

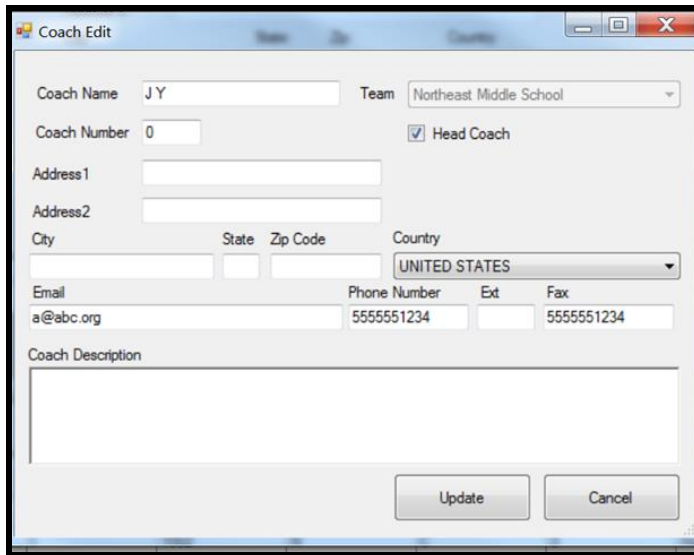
- **Bump Medal Winners**
 - Allows certain teams to not medal over other teams
 - Example: Individuals or international students would not medal over regular teams
- **Can Medal**
 - If the student is an alternate and cannot medal, the box would be unchecked.

12. Select **Add Coach**



A screenshot of a single button labeled "Add Coach".

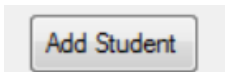
13. Enter in appropriate **Coach Information** then select **Update**



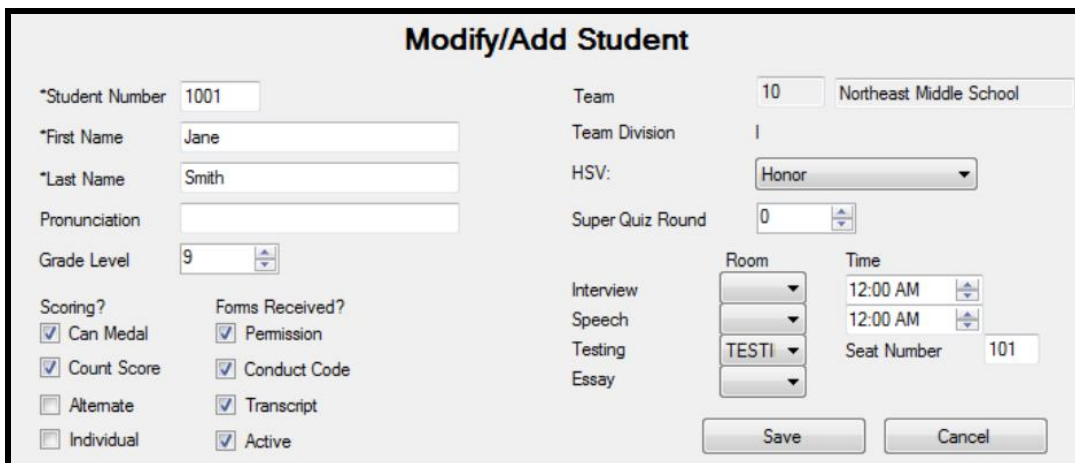
- Select **Head Coach** for multiple coaches

14. Repeat Steps #12-13 until all coaches have been added then select **Cancel** to return to Team

15. On the right side of the screen locate **Add Student**



16. Enter in appropriate information then select **Save**

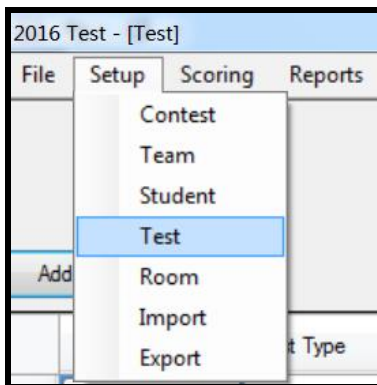


- Student numbers **must** have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.
- **Can Medal**

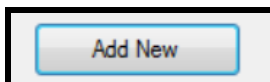
- Can medal in the competition
 - **Count Score**
 - Score counts in competition
 - **Alternate**
 - Allows for manual alternate selection
 - **Individual**
 - For Nationals individual competition
 - **Forms Received**
 - Allows for tracking of forms on individual students; information purposes only
 - **Seat Number**
 - Will print on name badge
17. Repeat Steps #15-16 until all students have been added then select **Cancel** to return to Team
18. The team setup is now complete

Create and Setup New Tests

1. Select **Setup** then select **Test**



2. Select **Add New**



3. Enter in appropriate information then select **Update**

The screenshot shows a window titled 'Edit Test' with the subtitle 'Add/Edit Test 4 - Mathematics'. The form contains the following fields and values:

Name	4 - Mathematics
*Number	4
Test Type	Objective
Scanner	Scantron
Abbreviation	4 - Mathematics
Total Questions	35
Total Points	1000
Points Per Question	28.57142857
Multiplier	1.00

At the bottom of the form are three buttons: 'Answer Key', 'Update', and 'Cancel'.

- **Abbreviation**
 - This title will print on your final reports

- **Total Questions** for the subjective tests is generally entered as shown below:
 - Essay
 - Total Questions: 2
 - Total Points: 1000
 - Points Per Question: 500

The screenshot shows a window titled 'Add Test' with the subtitle 'Add/Edit Test'. The form contains the following fields and values:

Name	7 - Essay
*Number	7
Test Type	Essay
Scanner	Apperson
Abbreviation	Essay
Total Questions	2
Total Points	1000
Points Per Question	500
Multiplier	1.00

At the bottom of the form are two buttons: 'Add' and 'Cancel'.

- Speech
 - Total Questions: 11
 - Total Points: 1000
 - Points Per Question: 20

The screenshot shows a dialog box titled "Edit Test" with the subtitle "Add/Edit Test 8 - Speech". It contains the following fields and values:

Name	8 - Speech
*Number	8
Test Type	Speech
Scanner	Aperson
Abbreviation	Speech
Total Questions	11
Total Points	1000
Points Per Question	20.00000000
Multiplier	1.00

At the bottom, there are three buttons: "Answer Key", "Update", and "Cancel".

- Interview
 - Total Questions: 10
 - Total Points: 1000
 - Points Per Question: 100

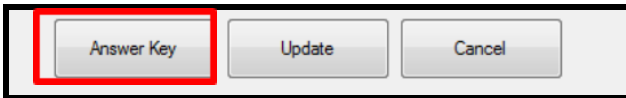
The screenshot shows a dialog box titled "Add Test" with the subtitle "Add/Edit Test". It contains the following fields and values:

Name	9 - Interview
*Number	9
Test Type	Interview
Scanner	Aperson
Abbreviation	Interview
Total Questions	10
Total Points	1000
Points Per Question	100.00000000
Multiplier	1.00

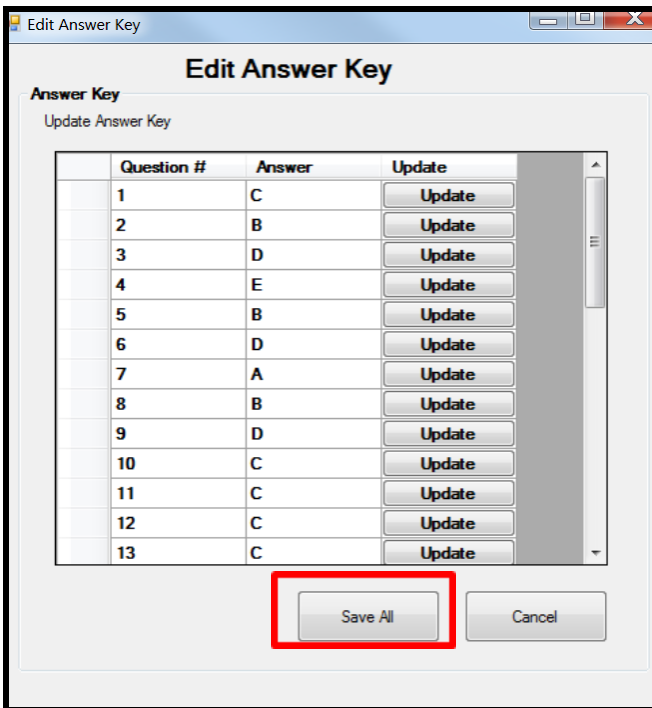
At the bottom, there are two buttons: "Add" and "Cancel".

- **Multiplier**
 - Used for Pentathlon scoring, should be set to 1 for Decathlon

5. Once saved, select **Answer Key**



6. Enter in appropriate information then select **Save All** at bottom of screen



- If two answers are correct due to challenge, etc. enter both in Answer Key with no separation

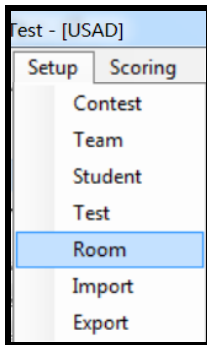


- If you are throwing out a question due to challenge, etc. enter all answers in Answer Key with no separation

8. Repeat Steps #2-5 for all tests

Create and Setup New Testing Rooms

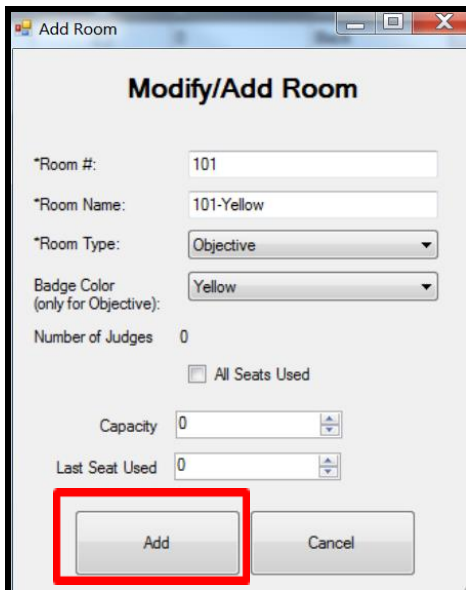
1. Select **Setup** then **Room**



2. Select **Add New**



3. Enter in appropriate information then select **Add**

A screenshot of a dialog box titled "Add Room" with the subtitle "Modify/Add Room". The dialog contains several input fields and controls:

- *Room #: 101
- *Room Name: 101-Yellow
- *Room Type: Objective (dropdown menu)
- Badge Color (only for Objective): Yellow (dropdown menu)
- Number of Judges: 0
- All Seats Used
- Capacity: 0 (spin box)
- Last Seat Used: 0 (spin box)

At the bottom of the dialog, there are two buttons: "Add" and "Cancel". The "Add" button is highlighted with a red rectangular border.

- It is not required to enter Capacity or Last Seat Used

4. Repeat Steps #2-3 until all rooms have been entered

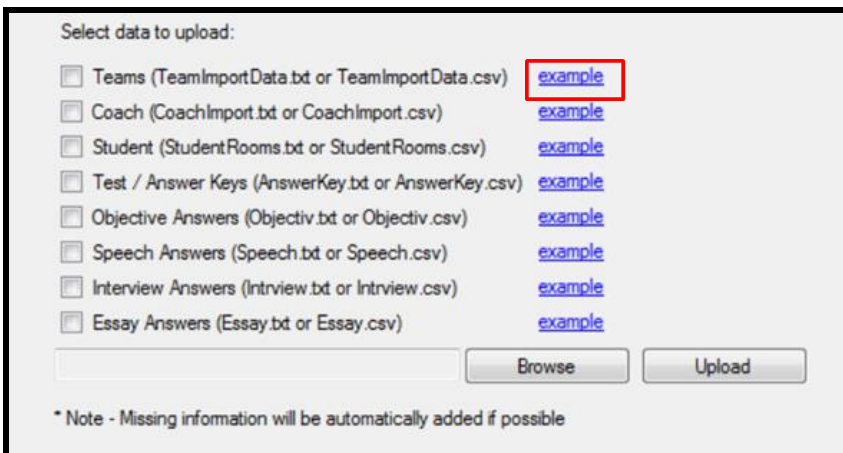
Import Data into Contest

All data input above can also be imported.

1. Select **Setup** then select **Import**

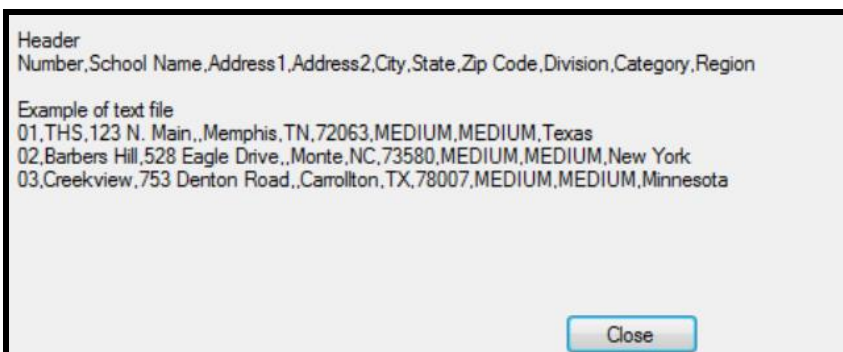


2. To view required format of each file type, select **example**
 - **Do include header in text file**

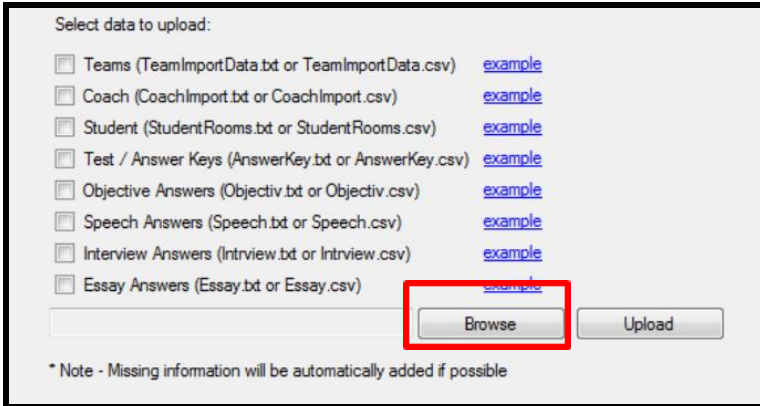


- Data must be imported in the same order as shown, for example you must import your teams before you can import your coach data

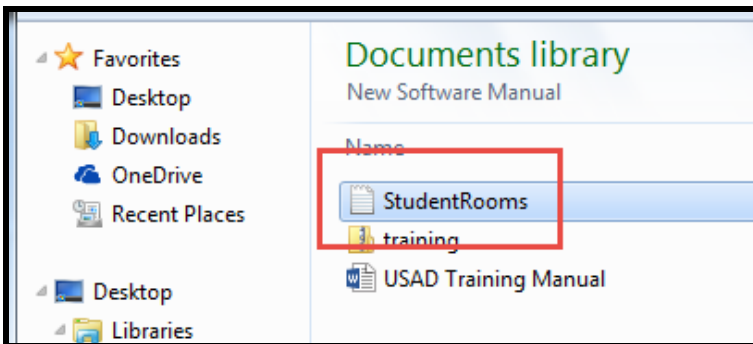
3. Preview example of import file format then select **Close**



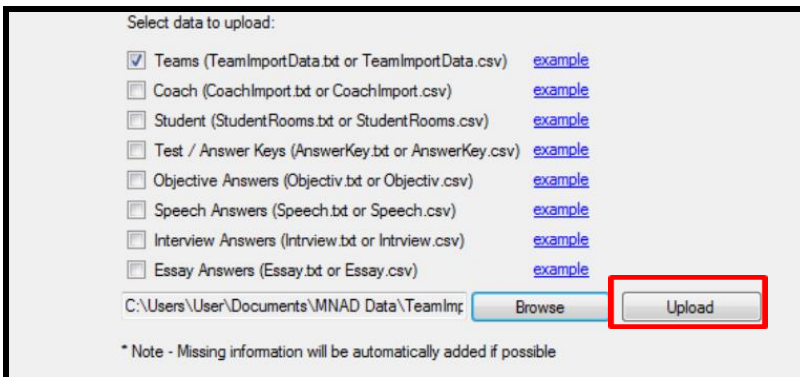
4. Select file which to be imported then select **Browse**



5. Locate and select file



6. Select **Upload**



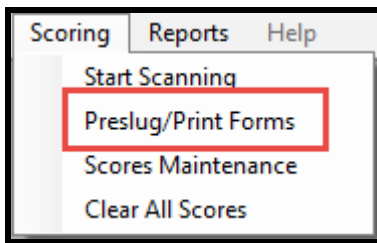
- Team numbers cannot exceed 2 or 3 digits, depending on your contest setup.
- You must have “true” or “false” in files N-Q in the student rooms file.
- You must have a seat number for testing rooms – even if you just enter 1 for all students.

- Speech and interview times must be entered in military time.
- You must have times (military format) and rooms for speech/interview – even for pentathlon.
- **If there is a field that you do not wish to enter (i.e. coach phone number on the Coach Import), you must enter a comma in that column to fill it.**

7. Repeat Steps #2-6 until all files have been imported.

Preslug Forms

1. Select **Scoring** then **Preslug/Print Forms**



2. Enter in appropriate information then select either **Print to Screen** or **Print to Printer**

 A screenshot of the 'Pre-slug/Print Forms' configuration window. It contains several input fields and buttons.

Pre-slug/Print Forms

Select Printer:

Select Scanner:

Select Test Type:

Horizontal Adjustment: To move margin to the right, enter a higher number. To move margin to the left, enter a lower number. (If 0, enter a negative number.)

Vertical Adjustment: To move margin up, enter a higher number. To move margin down, enter a lower number. (If 0, enter a negative number.)

Test Name	Test Number	Check box to print text
		<input type="checkbox"/>

Starting Room # Starting Student #

Ending Room # Ending Student #

Judges

1


2

3

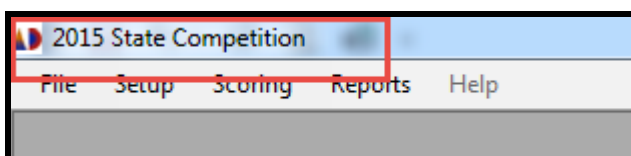
- **Select Printer**
 - Will give list of printers on your computer
- **Select Scanner**
 - Select appropriate scanner used for scanning in forms

- **Select Test Type**
 - Select appropriate test to pre-slug
 - **Horizontal and Vertical Adjustments**
 - Horizontal: higher number moves right; lower number moves left
 - Vertical: higher number moves up; lower number moves down
 - **Starting/Ending Room #s**
 - Enter in rooms which you would like to start and end pre-slugging
 - **Starting/Ending Student #s**
 - Enter in student numbers which you would like to start and end pre-slugging
 - **Judges**
 - Select the number of judges you would like to print (Essay, Speech and Interview Only)
3. Print out all pre-slugged forms for all appropriate events

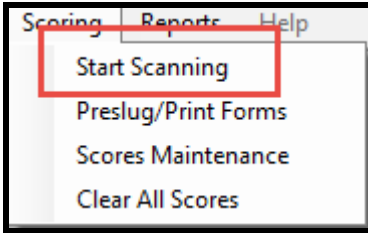
Scanning in Tests

	<p>'Lock contest' must also be set in Web-Based Version before scoring begins</p>
---	--

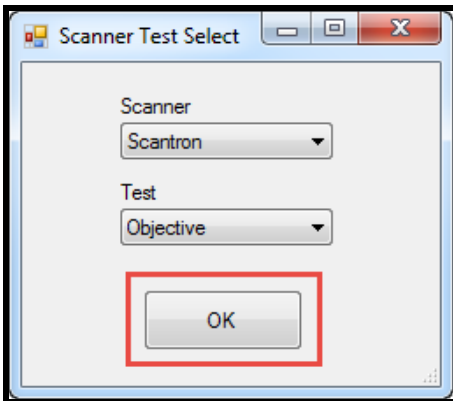
1. Verify contest name in upper left-hand corner is correct



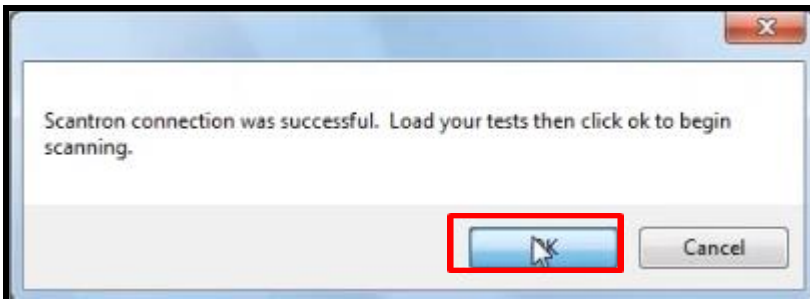
- If it is not, refer to previous section
2. Select **Scoring** then **Start Scanning**



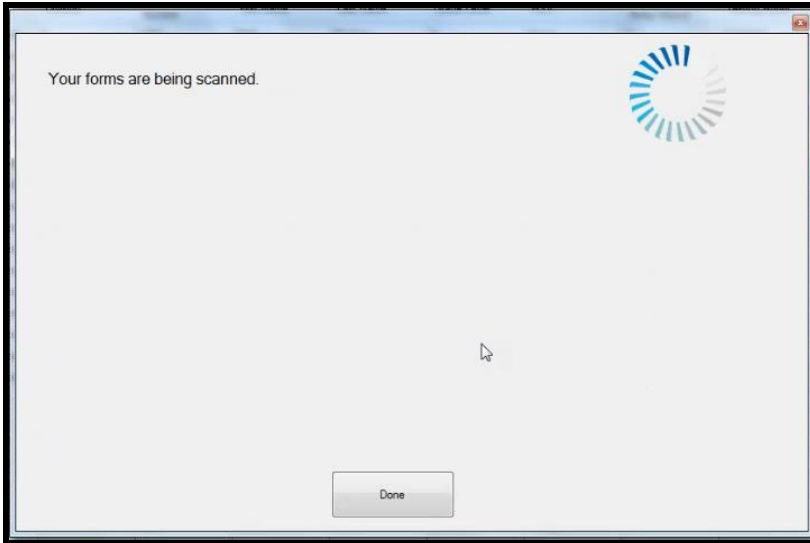
3. Select appropriate **scanner** and **test** then select **OK**



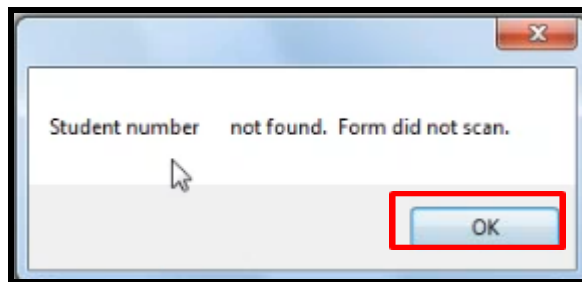
4. A 'Connection Successful' message will be pop-up then select **OK**



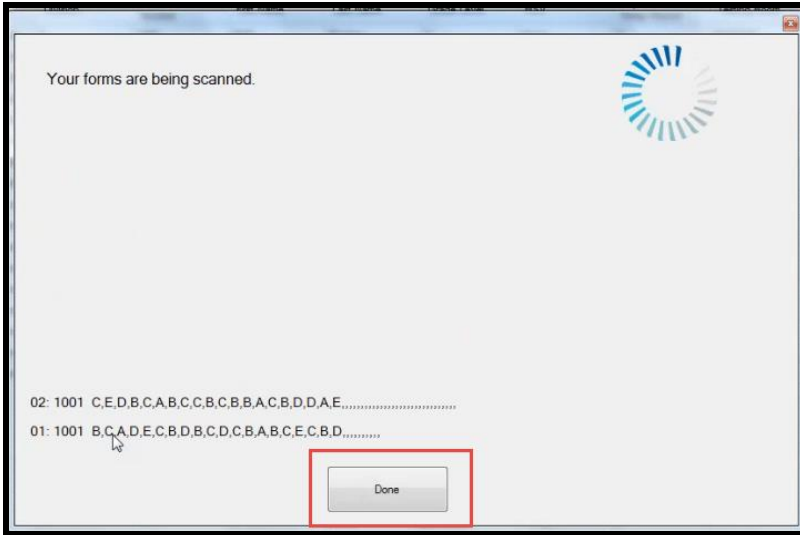
5. A 'Forms are being scanned' screen will open



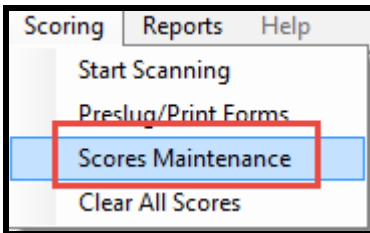
- If any errors are on the forms, a pop-up will present and will require you to click **OK**



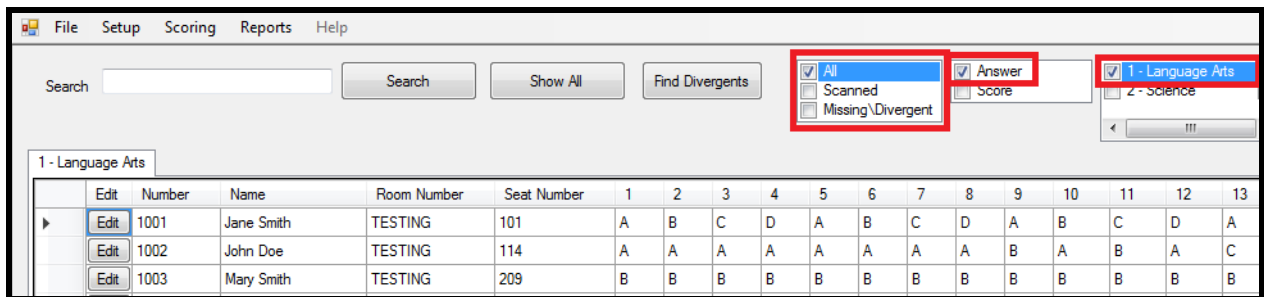
6. Once all forms are scanned, select **Done**



7. After all forms are scanned, select **Scoring** then **Scoring Maintenance**

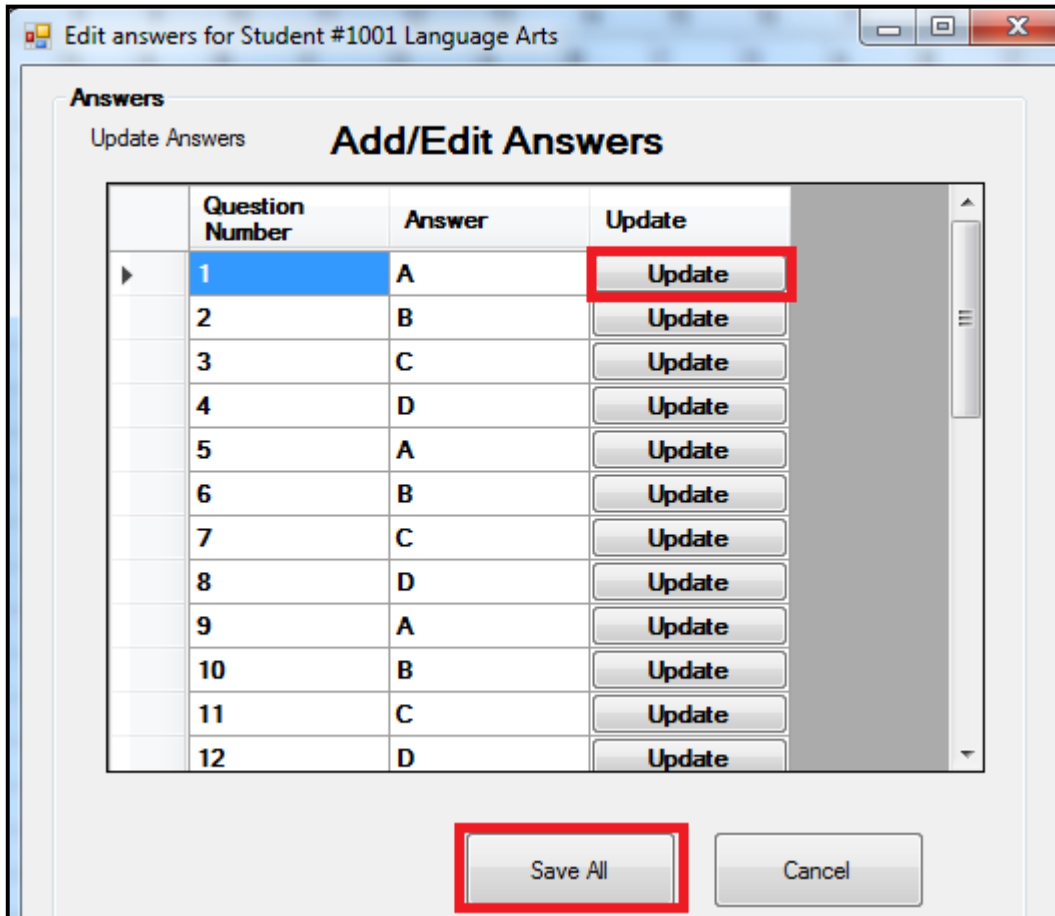


Scoring Maintenance

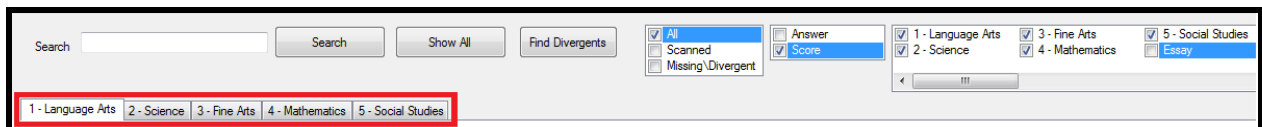


1) To use Scoring Maintenance you must select what you want to view. For example, to see all answers for the Language Arts event, select boxes as above. To see scores, change to score and similar for missing or divergent. You can also search students by name.

- 2) If you need to change an answer manually select edit next to the students name and the box below will appear. Change the answers you need and select update next to the answers changed or save all below the grid



- 3.) You may select multiple tests and they will display as tabs above the main grid as seen below

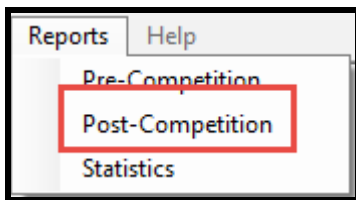


Post-Competition Reports



These steps can be completed in Desktop Version or Web-Based of Software;
Data must be imported to the Web-Based Version before reports can be run.
Also '**Lock contest**' must also be set in Web-Based Version

1. Select **Reports** then **Post-Competition**



2. Select appropriate report then select **Print/Build**

Reports

Team Reports
Overall Team Scores
Print

Individual Ranking
Top Scorer By Team
Print

Team Comprehensive
Comprehensive Final Team Report
Print

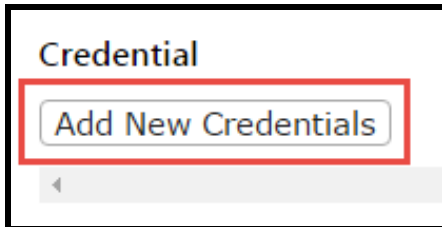
Banquet
Create PowerPoint File (Powerpoint is required)
Build

Places to Show 3

Appendixes

State Directors-Adding credentials for coaches

- Credentials must be set up in the web-based software
1. In the web-based software, select **Setup** then **Team**. Select **Edit** for the team you wish to give credentials for. Scroll-down to locate **Add New Credentials** – this will allow coaches access enter their team information



A screenshot of a web application interface. At the top, the word "Credential" is displayed in a bold, black font. Below it, a button labeled "Add New Credentials" is highlighted with a red rectangular border. The button has a light gray background and a thin black border. Below the button, there is a scroll bar with a left-pointing arrow.

2. Enter in appropriate information then select **Save**
 - To continue adding credentials for other coaches select **Save and Add New Record** instead



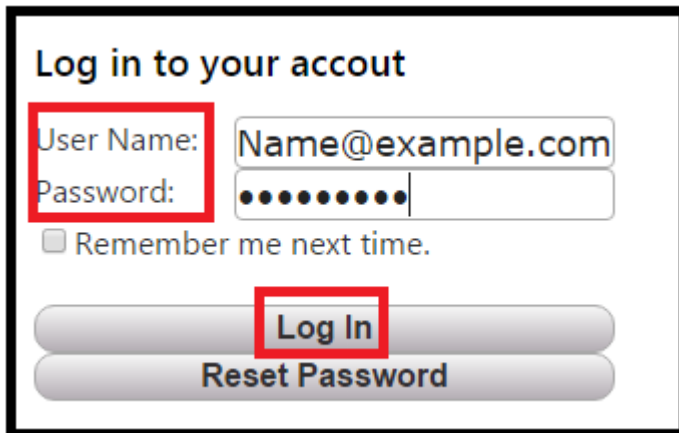
A screenshot of a web application interface titled "Credential Modify". The form contains several input fields: "Username:" with the value "johnsmithcoach@minnetonkahs.org"; "Password:" with a masked field of seven dots; "New Password:" with a masked field of seven dots; "Name:" with the value "John Smith"; "Address 1:"; "Address 2:"; "City/State/Zip:" with three separate input boxes; "Country:" with a dropdown menu showing "US"; and "Credential Description:" with a text area containing "Head Coach for Madison HS". At the bottom of the form, three buttons are visible: "Save", "Save and Add New Record", and "Cancel". The "Save" and "Save and Add New Record" buttons are highlighted with a red rectangular border.

Coaches – Entering in Team Information

1. Obtain log-in credentials and team number from Regional Coordinators and/or State Director. **NOTE: Each team has its own login credential.**
2. Visit <http://www.scoring.usad.org>.
3. Select **Log In** in upper-right hand corner



4. Enter **User Name** and **Password** then select **Log In**



Log in to your account

User Name:

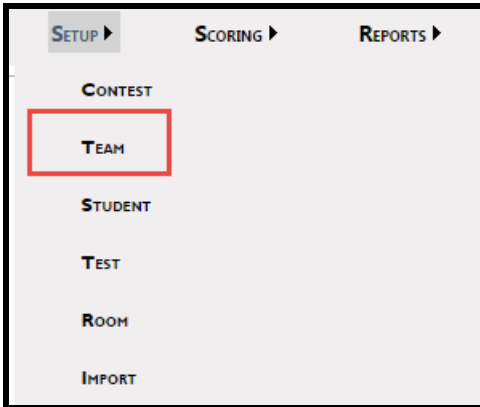
Password:

Remember me next time.

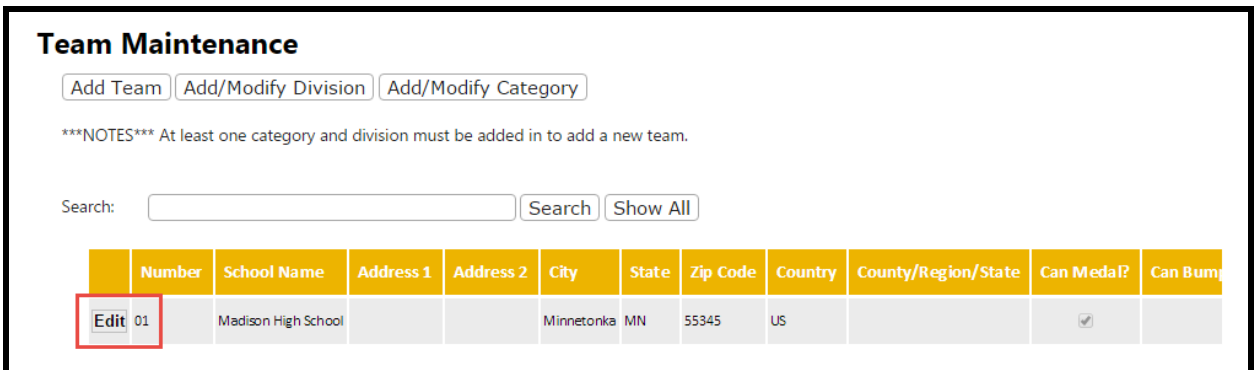
5. Verify appropriate Contest in upper-right hand corner



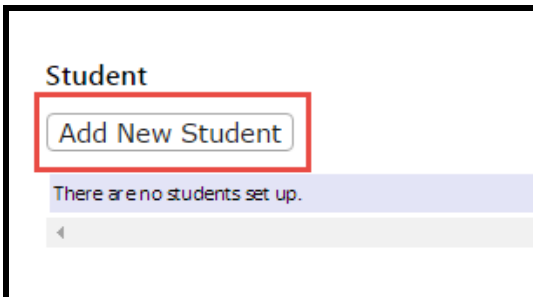
6. Select **Setup** then **Team**



7. Locate your team and select **Edit**



8. Scroll-down to select **Add New Student**



- Please verify all team details are correct (address, names, etc.).
 - **IMPORTANT: DO NOT CHANGE YOUR TEAM NUMBER**
 - Coaches may update coach information, but the main goal is adding students to the team.
9. Enter in appropriate information then select **Save**

- Student numbers must have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.
- The team number is followed by student number. For example Team 10's first honors student (01) would be student number 1001.
 - Honors numbers are: 01, 02, 03
 - Scholastic numbers are: 04, 05, 06
 - Varsity numbers are: 07, 08, 09
- Select the correct HSV Dropdown = Honors, Scholastic, or Varsity
- To continue adding students select **Save and Add New Record** instead
- **IMPORTANT: DO NOT MODIFY THE BLUE BOXES SHOWN BELOW**

Student Modify

*Student Number:

*First Name:

*Last Name:

Pronunciation:

Grade Level:

Team: 10 Northeast Middle School

Team Division: 3

HSV:

Scoring?	Forms Received?:
<input checked="" type="checkbox"/> Can Medal	<input checked="" type="checkbox"/> Permission
<input checked="" type="checkbox"/> Count Score	<input checked="" type="checkbox"/> Conduct Code
<input type="checkbox"/> Alternate	<input checked="" type="checkbox"/> Transcript
<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> Active

Room:	Time:
Interview: <input type="text"/>	<input type="text" value="12:00 AM"/>
Speech: <input type="text"/>	<input type="text" value="12:00 AM"/>
Testing: <input type="text" value="TEST"/>	
Essay: <input type="text"/>	
Seat Number: <input type="text" value="114"/>	

Super Quiz Round:

Save

Save and Add New Record

Cancel

10. Once students on all teams have been added, email the regional coordinator and/or state director to notify them of your completion. Do not make any changes after this notification unless you talk with the regional coordinator and/or state director first.

Pre-Competition Reports

- Cheating Policy
- Coach Badge
- Interview Roster
- Registration
- Speech Roster
- Speech Timing Log
- Student Badge – ()
- Student Check-In - Speech
- Team Check-In Speech
- Team Check-In Speech – By Division
- Student Check-In - Interview
- Team Check-In Interview
- Team Check-In Interview – By Division
- Team Contact Information
- Team List
- Team Testing Itineraries

Post-Competition Reports

- Team Reports
 - Overall Team Scores
 - Overall Team Scores by Division
 - Overall Team Scores by Category
 - Overall Team Scores (Objective Only)
- Individual Ranking
 - Ranking of All Students Competing
 - Top Scorers for Decathlon
 - Top Scorers for Decathlon by Division
 - Top Scorers for Decathlon by Category
 - Top Scorer by Team
 - Top Scorer by Event
 - Top Scorer by Event by Division
 - Top Scorer by Event by Category
- Team Comprehensive
- Team Competition Status Update
- Team Report with Individual Rankings
- Team Report with Individual Rankings by Division

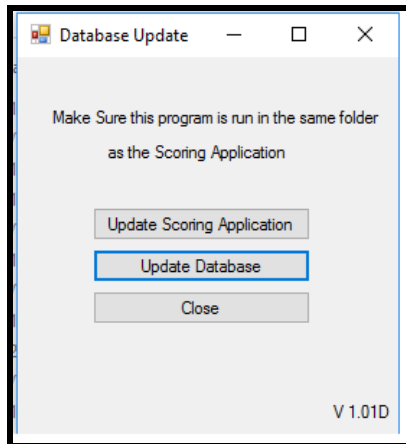
- Comprehensive Final Team Report
- Comprehensive Final Team Report by Division
- Comprehensive Final Team Report by Division Individual
- Comprehensive Final Team Report by Category

Updating Scoring Program

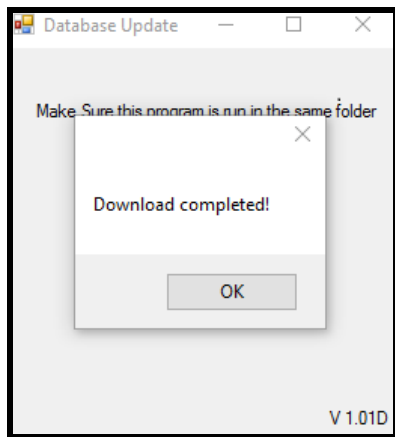
1. Navigate to scoring.usad.org/databaseupdate.zip
2. This will download a zip file
3. Extract the contents of the zip folder into the root of your scoring program folder.
4. You should see something like what is depicted below.

Data	9/19/2016 4:00 PM	File folder	
DatabaseUpdate	9/19/2016 11:06 AM	File folder	
en	9/9/2016 9:15 AM	File folder	
Image	9/9/2016 9:15 AM	File folder	
Logging	9/20/2016 9:50 AM	File folder	
Reports	9/9/2016 9:15 AM	File folder	
RunThis	9/9/2016 9:15 AM	File folder	
Templates	9/9/2016 9:15 AM	File folder	
clsUSADScannerBLL.dll	9/9/2016 9:15 AM	DLL File	146 KB
clsUSADScannerBLL.pdb	9/9/2016 9:15 AM	Program Debug Database	250 KB
clsUSADScannerDAL.dll	9/9/2016 9:15 AM	DLL File	649 KB
clsUSADScannerDAL.pdb	9/9/2016 9:15 AM	Program Debug Database	114 KB
clsUSADScannerDomainModel.dll	9/9/2016 9:15 AM	DLL File	369 KB
clsUSADScannerDomainModel.pdb	9/9/2016 9:15 AM	Program Debug Database	62 KB
DatabaseUpdate.exe	9/20/2016 10:34 AM	Application	111 KB
DatabaseUpdate.pdb	9/20/2016 10:34 AM	Program Debug Database	44 KB
DatabaseUpdate.vshost.exe	9/20/2016 9:56 AM	Application	22 KB
DatabaseUpdate.vshost.exe.manifest	6/18/2013 7:28 AM	MANIFEST File	1 KB
DatabaseUpdate.zip	9/19/2016 11:06 AM	Compressed (zipped) Folder	28 KB
EntityFramework.dll	9/9/2016 9:15 AM	DLL File	4,850 KB
EntityFramework.SqlServer.dll	9/9/2016 9:15 AM	DLL File	582 KB
EntityFramework.SqlServer.xml	9/9/2016 9:15 AM	XML Document	140 KB
EntityFramework.xml	9/9/2016 9:15 AM	XML Document	3,136 KB
Readme4d.txt	9/9/2016 9:15 AM	Text Document	1 KB
Readme4e.txt	9/9/2016 9:15 AM	Text Document	1 KB
Readme4f.txt	9/9/2016 9:15 AM	Text Document	2 KB
winUSADScannerDesktopApplication.exe	9/9/2016 9:15 AM	Application	4,368 KB

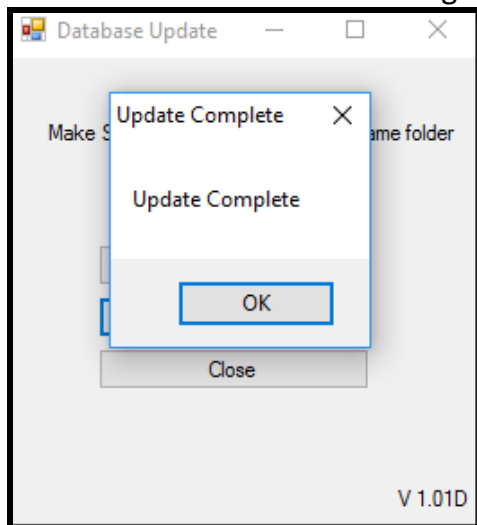
5. You will need to close out of the scoring software before you update.
6. Run the program labeled databaseupdate or databaseupdate.exe (some computers hide the exe at the end)
7. Once the program is open, you have 2 options: update scoring application and update Database



8. Select the Update Scoring Application button and a complete message box will appear when the process is complete



9. After you see the download complete message box, and click ok. Click Update Database. You will see another message box letting you know when it is finished



10. Once you have run both buttons, the program and the database are updated and you can open the scoring software again.