

Judges

As with the **Entries/Events** page, the **Judges** page is the door to all the data on the judges. Most of this is self-explanatory. You can press all kinds of buttons and look at all kinds of data without causing any harm, and I advise you to do so.

One important process handled here is the hiring of judges. Some thoughts on hires:

- Tournaments need more judges than the pure mathematical number apparently required. Double-flighted PF with 80 entrants looks like it needs 20 judges, but with judges who disappear, sickness, conflicts, strikes, etc., a minimum of 25 is what's really required. These are not hired/sold, just extra. **As a rule of thumb, you should always have 5 extra judges for each division beyond the mathematical necessity.**
- Unless you have more judges than there are stars in the heavens, handle your hired requests manually (**Settings/Judges/Hired Judging**). Sell your hires as you acquire them, after you've got your first 5 extra.
- Give your hires to the people who need them. Presumably people will request more hires than you can supply. If you don't handle your hires manually, they will go first come, first served. But local schools and big programs can almost always supply their own judges, and no tournament is obligated to do their job for them. **The hired requests you want to fulfill first are for the people who travel furthest to your tournament.** If someone is flying in, their flying in of judges as well is a big deal. After satisfying as many of their requests as you can, if there are any hires left over, then you can dole them out to the locals.
- If you click on a judge group under **Entries**, you can then go to the right and handle hire requests. AN IMPORTANT NOTE ON THIS FUNCTION: **Hired requests may not be accurate.** Before granting any requests, make sure that the requesters got the number right. Maybe they've dropped or added teams, or maybe you're selling by the entry but they're assuming that they're buying to cover more than one entry. Check first! This will save a lot of heartaches later.
- The judge groups are how you add your hires. Click on **Add Judges**. Do not make them part of the host school, unless the host school has entries. Hireds are hires, and putting them into the hired area of tabroom makes it easiest for you to keep track of them.

Some other general thoughts on managing judges:

- Clicking on any judge will bring you to their complete info sheet, as with the entries. Here is where you can see their strikes and conflicts, including time strikes. Here is also where you can see if they're linked to tabroom for e-ballots (and can unlink them, if necessary).
- IMPORTANT: It is probably better, after a tournament starts, to mark a judge as inactive rather than to drop the judge, if the judge goes out for any reason. You can always reactivate.
- If you want to know if you have a judge's email or phone number, bring up the All Judges CSV file in Excel.