

RESPONSIBILITIES OF THE EVENT TABULATOR

PRIOR TO EVENT

- Verify access to the WGI Salesforce (Admin) site
- Verify access to the event in CompetitionSuite
- Review / Adjust Groups / Teams assigned to each competitive division
- Review / Adjust the Judges assigned to each competitive division
- Liaise with the Contest Administrator to validate the availability of WiFi or use of the MiFi devices and a printer. Ensure housing, if necessary, report time, and travel logistics as appropriate.
- If needed, arrange travel using the WGI Concur website

DAY OF EVENT

- Setup the tabulation area a minimum of 1 hours before the event begins
- Assist the Contest Administrator in site needs (ie Making Signs, Printing Schedules, etc)
- Verify digital recorders are in working order and distribute them to Judges before the beginning of the event
- Place charged MiFi devices in the Judging area with power cords attached and devices charging
- Obtain the password for the WiFi facilities being used at the event from the Contest Administrator
- Connect Judges tablet / phone / computer to the WiFi facilities being used at the event
- Verify Judges ' Mic Check ' before the beginning of the event, to ensure participants will receive clear and understandable commentary files
- During the event verify that the Judges are connected to the WiFi and assist them to reconnect if necessary
- If needed, prepare a WGI supplied tablet for use by the Timing and Penalty judge
- During the event track the Judges battery percentage available and when necessary advise the Judge to connect to a power outlet to recharge their device
- Assist Judges with adjustments to recording devices / attachments to ensure participants will receive clear commentary files
- Immediately report any major issue(s) that arise during the event to the Tabulation Managers, via Slack, eMail, or Phone.
- Following verification, post scores to the WGI website at the conclusion of each division or as directed by the WGI Office, Division Director, or Tabulation Managers
- Review Judges commentary before releasing the files to the Group / Team
 - Verify that there is:
 - An introduction belonging to the correct Group
 - Audible commentary at the middle of the commentary
 - A closing statement
 - No unnecessary comments, coughing, etc that should not be passed back to the Group
 - If there are comments or noises that should not be passed back to the Group
 - Download the file from CompetitionSuit
 - Edit the file removing the unnecessary audio segment(s)
 - Upload the file to the correct Group
- Prepare Competition Suite for follow-on events (Semi Finals, Finals). This may include:
 - Preparing the Judging Panel
 - Adding Groups / team to the correct division
 - With the Tabulation Managers, change a Group / Team to a new competitive division
- At the conclusion of the event, print and provide the scores for the Finale to the announcer
- At the conclusion of Finale, post scores and recaps to the WGI website

AFTER EVENT

- Notify Tabulator Managers of any

- No-Show Groups from the event
- Issues with WGI provided MiFi Groups or Tablets
- If needed, complete and submit a WGI Expense Report to the WGI Office

OTHER RESPONSIBILITIES

- Attend or review the recording of the Tabulator training for each season
- Attend Conference Calls as necessary
- Provide an updated laptop using the Windows 10 or higher operating system for tabulation

TECHNOLOGIES USED

- Tabulation: CompetitionSuite
- Communication / Instant Messaging: Slack, eMail
- Spreadsheet: MS Excel, Google Sheets, etc
- Web Browser: MS Edge, FireFox, Chrome, etc.
- Audio Editing: Audacity, Audio-Joiner
- Travel: WGI Concur