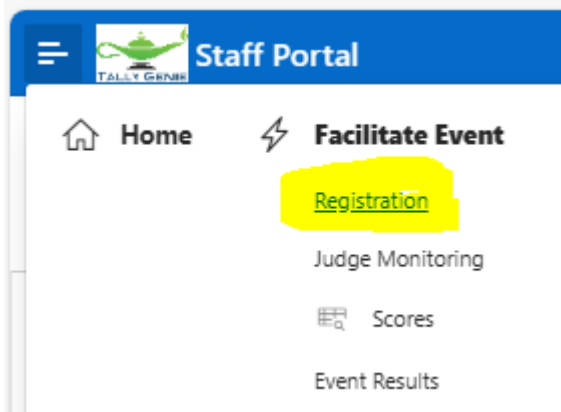# Quick Start Guide to <mark>Facilitate an Event</mark>

Tally Genie's Staff Portal makes it simple to facilitate events because it guides you through each activity, one by one. It also allows for efficient real-time tracking of the judging process. You can view the awards and titles as you go. After judging is complete, final results are available immediately.

Start the app

1. On www.TallyGenie.com, click the button at the top of the page that says "Staff Portal (new)".
2. Click "Facilitate an Event"
3. Enter your Event ID, and click "Go".

Register contestants

View, add, or maintain contestant data by clicking the menu icon (three horizontal bars) in the upper left corner and then clicking "Registration".

To register a contestant for a specific competition, click in one of the cells in the following grid. A checkmark indicates the contestant is registered.

Age Division	Contestant	Num	Prelim Interview & Photo	Prelim Active Wear	Prelim Gown	Prelim Staff Feedback	Ro20 Intro video	Ro15 Activewear	Ro10 Gown	Ro5 Final Statement
Teen	Adria Easton	101	✓	✓	✓	✓	✓	✓		
Teen	Ann Fowler	102	✓	✓	✓	✓	✓	✓		
Teen	Carol Jean Norval	103	✓	✓	✓	✓	✓	✓		
Teen	Diana Hopperstad	104	✓	✓	✓	✓	✓			
Teen	Dulcie Scripture	105	✓	✓	✓	✓	✓			
Teen	Frances Biesemeyer	106	✓	✓	✓	✓				
Teen	Georgina Hossfeld	107	✓	✓	✓	✓	✓			
Teen	Gwenn Gregg	108	✓	✓	✓	✓	✓	✓	✓	✓

Want the judges to see an image (or two) of the contestant while scores are being entered? From the registration page above, click a contestant's name. Then click "Choose file", select the image on your computer, then click "Submit all changes".

Define your judges

Set up your judges in Tally Genie by clicking the menu icon and then clicking "Judge info".

After entering your judges, click the menu icon and click "Judge assignments". Here you specify which judges enter scores for specific competitions.

Run the event

Carefully read the instructions on the "Facilitate an Event" page (highlighted below).

In the example, the first event has been moved from "Not Started" to "In Progress" and 44 scores have been entered for it so far. Note that the judges only see the competitions that appear in the "In Progress" column.

Facilitate An Event

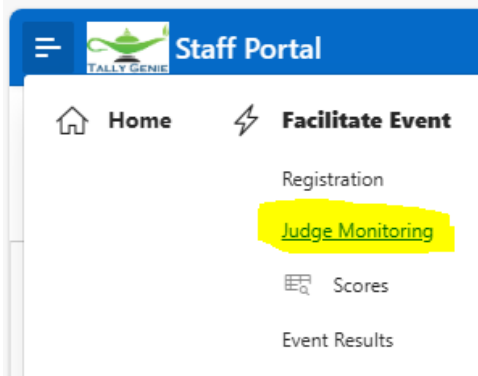| Event	Event Dates	Director	Host Company	Represented by
Staff Portal Test (SPTEST)	30-Nov-2024	Kim	KLM Testing	Kim Medlin

The following "cards" guide you through your event. Here's what you do.
1. Drag each card to the appropriate column as your event progresses.
2. Click on a card to act on it.
3. Repeat the steps above until all cards are in the "Complete" column.

Not started	In Progress	Paused	Complete
Prelim Active Wear (0 out of 250 scores entered)	Prelim Interview & Photo (44 out of 500 scores entered)		
Prelim Gown (0 out of 250 scores entered)			
Prelim Staff Feedback (0 out of 250 scores entered)			
Reduce to 19 (then add one) (19 to survive in each age group) The 20th survivor is the People's Choice winner.			

Monitor the judges

To monitor the judges' progress, click the menu icon and then click "Judge Monitoring".

Now you see a grid of all judged competitions and judges. Each cell shows how many blank scores exist for each judge and competition combination. A zero indicates no blank scores (all scores are successfully entered). The highlighted "2" below indicates that Dave left two scores blank when judging Prelim Active Wear.

Judge Monitoring

Blank Scores

Refresh Interval
30 seconds

Area of Competition	01 - Wade	02 - Dave	03 - Ivan	04 - Deborah	05 - Isabel
Prelim Interview & Photo	0	0	0	0	0
Prelim Active Wear	0	2	0	0	0
Prelim Gown	0	0	0	0	0
Prelim Staff Feedback	0	0	0	0	0
Ro20 Intro video	0	0	0	0	0
Ro15 Activewear	0	0	0	0	0
Ro10 Gown	0	0	0	0	0
Ro5 Final Statement	0	0	0	0	0

To determine which contestants Dave didn't give scores to, click on the number "2". The contestants with blank scores are highlighted in the example below.

Scores

Area of Competition	Judge	Contestant	Criteria
Prelim Active Wear	02 - Dave	Ann Fowler	Prelim Active Wear
		Diana Hopperstad	Prelim Active Wear

On the Scores page, there are filters and sorting features that allow you to see the scores that are pertinent to you. The Score page can be accessed from the menu icon.

Event Results

As your event progresses, keep moving the cards from "Not started" to "In progress" to "Complete".

You can view the status of all awards and titles as many times as you want to during the event. Simply click on the menu icon and then click "Event results". Then choose whether you want to see detailed or summary results.

When choosing Summary Results for the first time, click on "Set parameters for each award". From here, you choose the following.

- Which awards to be shown
- In what order do they appear
- How many contestants are shown for each award
- Whether to show winners first or last in each list

The following example shows summary results, which are appropriate for an emcee to read.


```
File  Edit  Format  View  Help

.Final Results for "Staff Portal Test" held 30-Nov-2024
.
.********** BEST GOWN **********
.
.                        Winner                #120 MARILYN ALLEN
.
.********** BEST ACTIVE WEAR **********
.
.                        Winner                #118 MARGO EWING
.
.********** BEST PHOTOGENIC **********
.
.                        Winner                #205 CHERYL CARTER
.
.********** BEST INTERVIEW **********
.
.                        Winner                #224 SYDNEY LEWIS
.
.********** MISS JUBLIEE **********
.
.                    4th runner-up             #125 SUSAN ELLEN ANTON
.                    Third runner-up           #203 CATHERINE ZANICHKOWSKY
.                    Second runner-up          #224 SYDNEY LEWIS
.                    First runner-up           #212 JUDITH SHOUP
.                    Winner                    #122 PAMELA ELDRED
.
.Report printed 12-Jan-2024 10:43 AM (Result number 418260404)
.
.End of Report
```

Conclusion

Ensure a successful event by working the cards on the "Facilitate an Event" page from top to bottom, moving each one to the "Complete" column as you finish it. When all cards have been completed, and you view the final results, you're done!

Recap

You're well on your way to learning how to use Tally Genie. Now that you've read this far, go back to the top of this document and read it again. As you do, actually use the various features in Tally Genie. Register your contestants. Define your judges. Enter scores for the competitions. Review the final results. Then blank out all scores and you're ready to begin your event! Please ask someone if you need help.

P.S.

You can add random scores for all competitions and then blank them out afterward. Find that feature from the menu icon under "Tweak and test".

Make life easy for your judges. Provide them with a power strip so they can charge their devices during your event.

If applicable, be sure to follow any specific instructions from your management.

If you need to alter the configuration of your pageant in Tally Genie, either contact your management or the Tally Genie staff at Admin@TallyGenie.com

Aril 11, 2024