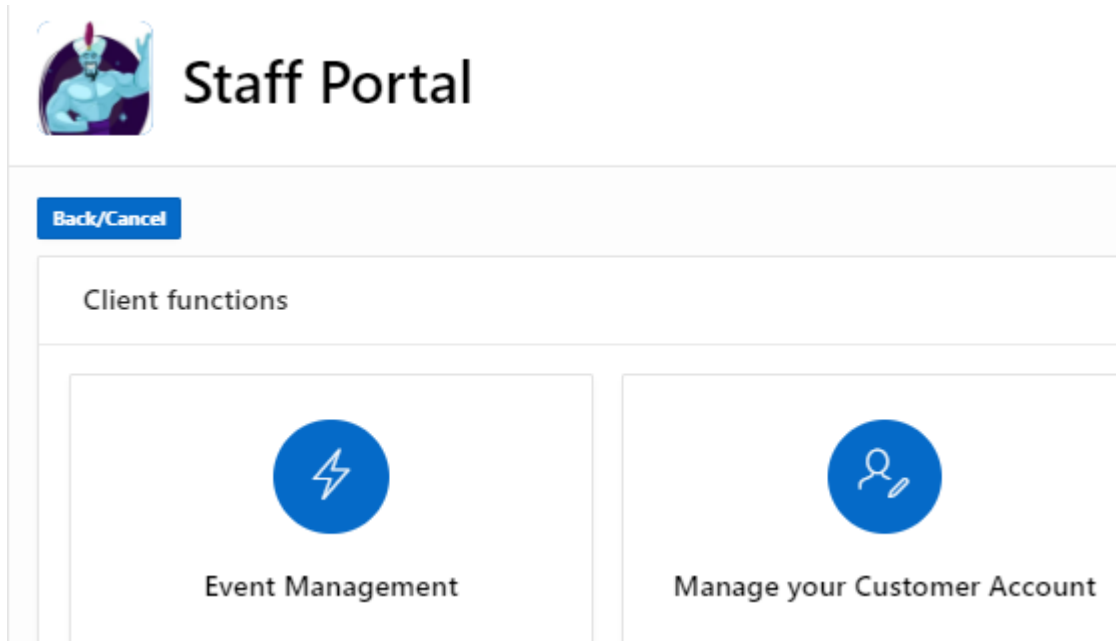




Staff Portal **Client Activities**

To get started with client activities, From www.TallyGenie.com, click on “Client login”. Enter your client ID and click “Go”. From here, you can either manage a selected event or you can manage your customer account.



Event Management

To manage a specific event, click “Event management” and select the event from the drop-down list.

Facilitate the Event

Choosing this option takes you to the “Facilitate the Event” page, which was described in the Quick Start Guide.

Modify the Event Workflow

The initial set of workflow “cards” are created based on your event’s list of judged competitions and, if any, elimination rounds. The final two cards are “Compute Results” and “Pay Tally Genie fees”.

From this page, drag the cards into the chronological order that the pageant activities occur. It’s okay if this is different from the order they are found on the registration page.

Manage your Customer Account

Basic contact information is stored here plus your company logo

If you want the ability to independently restore your Client ID, enter the values, and click “Submit all changes”.

Other activities

The other actions you may want to take are available from the menu icon, which is in the upper left corner of every Staff Portal page. It looks like three small horizontal lines. It is affectionately referred to as the hamburger.

Setup Report

You are responsible for carefully reviewing the Setup Report. It shows you exactly what Tally Genie will do. If you need to adjust your event's configuration, contact Tally Genie for help.

Hamburger options already described in the Quick Start Guide

No need to describe the following options here. They are mentioned in the Quick Start Guide.

- Registration
- Judge monitoring
- Scores
- All scores report
- Event results
- Pay Tally Genie fees

Other useful functions

Event Settings

Here you can define the IDs for Staff Portal, Judge Portal, and Contestant Portal. For security reasons, it is recommended to make these values different from each other.

Your event's start and end dates are here also.

Judge Maintenance

Here you'll find the settings that affect how Judge Portal works. After you change a value, be sure to click “Submit all changes”.

Judge Info

This is where you add your judges. It is strongly recommended to assign proper names to the judges.

- Score multiplier - Every judge's scores are multiplied by this factor while tallying. A value of one means that their scores are not impacted. A value of zero means that the judge's scores will be ignored (zeroed out). A factor greater than one will multiply that judge's scores by that amount while tallying. Notice that the raw scores are not impacted by this factor. It is used only while tallying and computing the results of awards.
- Visible in Judge Portal? - If this is set to "No", the judge is not visible in Judge Portal.
- Entry Method - Each judge can either use the slider or the keyboard to enter their scores. Most people prefer the slider because it's quicker and it encourages the usage of decimal numbers, which reduces the chances for ties.

Judge Assignments and Visibility

This page allows you to define the competitions each judge participates in.

The "Show competition in Judge Portal" column shows you whether the competition is visible in Judge Portal. Only cards in the "In progress" column are visible in Judge Portal.

Contestant Portal setup

The Contestant Portal allows your contestants to register for your events from their own internet device (phone, tablet, etc.). They can pay their fees from there, choose optional competitions, answer custom survey questions, purchase your merchandise, etc. To get started using the Contestant Portal, contact Tally Genie.

Tweak and test

On this page, you can make minor adjustments to your event to help prepare for it.

- Quick edit competitions - Change the competition names
- Quick edit divisions - Change the names of divisions.
- Quick edit awards - Change the award names and specify whether they are double crowned or not. What does "double crowning" mean? Tally Genie computes awards in the order shown on the page. If an award is marked as not allowing double crowning, then each contestant is ineligible to win that award if they have won a previous award.
- Elimination round survivor counts - For each elimination round, you can specify how many contestants survive to the next round. If that elimination round has already been processed, changing the number of survivors has no effect.
- Add random scores for testing - Will add dummy scores to every contestant who is registered for competitions. This can save a lot of time when validating the configuration of your event.
- Blank out all scores - Removes all scores regardless of whether they are dummy or real. So don't run this option unless you want **all** scores blanked out. There is no undo button for this. However, assuming you have bogus scores used in testing, you absolutely want to blank them out before judging begins for your event. This option also wipes out all elimination round information.

Score sheets for contestants

After your event has concluded, you can quickly create score sheets to send to contestants. Use the radio buttons to determine which information will appear on your report. Copy/paste the section for each contestant and provide it to them

Conclusion

Tally Genie is an end-to-end solution for registering contestants, collecting scores from judges, and producing final results. The calculations can be quite complex. To configure a new event, contact Tally Genie.