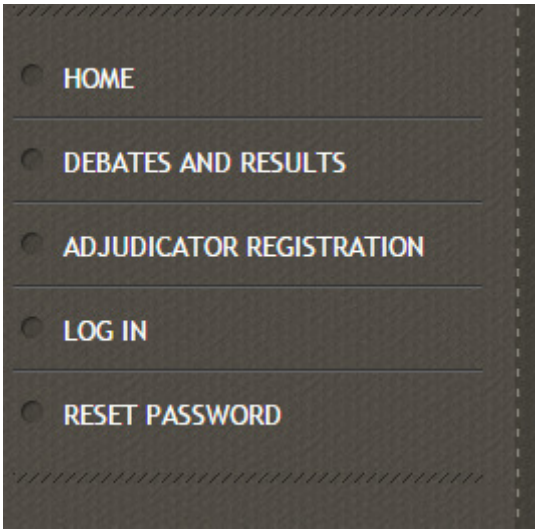


## Adjudicator user guide

## Login


To log in to the system from the home page, click on the 'Log in' prompt on the sidebar. If you cannot remember your username and/or password, click on 'Reset password' on the sidebar:



## Dashboard

Once logged in, you will be presented with the 'Adjudicator dashboard' page. Your availability calendar is listed in the top-left corner. Upcoming appointments are listed at the bottom. To return to this page from any other screen, click 'Dashboard' on the sidebar.

To edit your various settings, click on the respective links at the top-right of the page. These links are also available under the 'Adjudicators' sub-menu on the sidebar:



queenslanddebatingunion

**DASHBOARD**

**ADJUDICATORS**

**RESULTS**

**CHANGE PASSWORD**

**LOG OUT**

**Currently logged in as:**  
Michael Bridges

MARCH 2015

APR >>

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

EDIT DETAILS

EDIT YOUR DETAILS

EDIT YOUR AVAILABILITY

EDIT YOUR CONFLICTS

CALENDAR LEGEND

A day that has secondary school debates

A day that has primary school debates

A day you are fully available

A day you are partially available

The following table lists your upcoming appointments. [Go to your appointments.](#)

COMPETITION	DATE	START TIME	TEAMS	YOUR STATUS
Senior A BGGS	08/01/20	7:00 pm	Brisbane Girls Grammar School vs. Deception Bay State High School	Confirmed <a href="#">More</a>
Senior A BGGS	08/01/20	7:00 pm	Fig Tree Pocket State School vs. Indooroopilly State High School	DECLINED <a href="#">More</a>
Senior A BGGS	08/01/20	7:00 pm	Genesis College vs. Loreto College	Confirmed <a href="#">More</a>
Year 9 South East All Hallows	08/01/20	7:00 pm	Clontarf Beach State High School 9.1 vs. Alexandra Hills State High School 9.3	Unconfirmed <a href="#">More</a>
Year 11 Spock Klingon	08/01/20	8:15 pm	Christ the King 11.2 vs. Brigidine College 11.1	Unconfirmed <a href="#">More</a>

### **Your details**

To edit your details, click on 'Edit your details' from either the dashboard, or the 'Adjudicators' sub-menu on the sidebar. Here you will see all your information. You are responsible for making sure this information is up to date, including your bank details, and blue card number and expiry:

First Name:	<input type="text" value="BYE"/>	
Last Name:	<input type="text" value="Adjudicator"/>	
Username:	<input type="text" value="bye adjudicator"/>	
Email:	<input type="text" value="admin@qdu.org.au"/>	
Phone Number:	<input type="text"/>	
Street Address:	<input type="text"/>	
Suburb:	<input type="text"/>	
Postcode:	<input type="text" value="0"/>	
Date of Birth:	<input type="text" value="0000-00-00"/>	
Blue Card Number:	<input type="text"/>	
Blue Card Expiry:	<input type="text" value="0000-00-00"/>	
Bank Name:	<input type="text" value="XXX"/>	
Bank Branch:	<input type="text" value="XXX"/>	
Bank BSB and Account Number:	<input type="text" value="014286"/>	<input type="text" value="181351634"/>
Requires Public Transport?:	<input type="checkbox"/>	
Experience:	<input type="text" value="15"/>	
Regional Availability:		
West:	North:	Far North:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Conflicts**

To add a conflict from a school and/or a year level, click on ‘Edit your conflicts’ from either the dashboard, or the ‘Adjudicators’ sub-menu on the sidebar. From here you will see a screen as per below, from which you can choose from a list of schools and additionally a year level you are conflicted against for that school. Conflicts can be removed at any time:

Conflict School

Year Level (where applicable)

All Hallows' School

Remove

Add a Conflict

School\*:

Year Level (optional):

Submit

**Availability**

To change your availability, click on ‘Edit your availability’ on either the dashboard or under the ‘Adjudicators’ sub-menu on the sidebar. You will see a screen as per below:

MARCH 2015APR >>

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CALENDAR LEGEND

A day that has secondary school debates

A day that has primary school debates

A day you are fully available

A day you are partially available

Add additional general availability

Add additional specific availability

THE FOLLOWING TABLE LISTS YOUR GENERAL AVAILABILITY

You are generally available on Wednesdays

Remove

You are generally available on Thursdays

Remove

To add weekly (general) availability, click on ‘Add additional general availability’. To add specific availability, click on ‘Add additional specific availability’. Both of these forms operate similarly. You must fill out every field and click ‘Submit’ to add your availability to the calendar, which will be automatically updated:

Add General Availability

Wednesdays

All Day? ☐

Time From (24hr, hh:dd): 17:00

Time To (24hr, hh:dd): 23:59

Submit

Cancel

Add Specific Availability

Available or Unavailable: Available

Date From: 2015-03-20

Time From (24hr, hh:dd): 21:00

Date To: 2015-03-20

Time To (24hr, hh:dd): 23:59

Submit

Cancel



### **Appointments: viewing, confirming and declining**

To view your appointments, click 'Go to your appointments' on the dashboard, or 'View your appointments' under the 'Adjudicators' sub-menu on the sidebar. Here you will see a list of your past and future appointments.

The following table lists your upcoming appointments.

COMPETITION	DATE	START TIME	TEAMS	YOUR STATUS	
Year 9 Far North Albany Creek SHS	04/03/15	8:15 pm	St. Patrick's College 9.2 vs.	Unconfirmed	<a href="#">More</a>
Year 11 Far North Genesis Christian College	04/03/15	8:15 pm	St. Columban's College 11.2 vs.	Unconfirmed	<a href="#">More</a>
Year 9 Caloundra State High School	04/03/15	8:15 pm	Immanuel Lutheran College 9.1 vs.	Unconfirmed	<a href="#">More</a>

To get more information about a debate, click on 'More' on the far right of the relevant line. You will see a detailed information screen as per below.

### Appointment Details

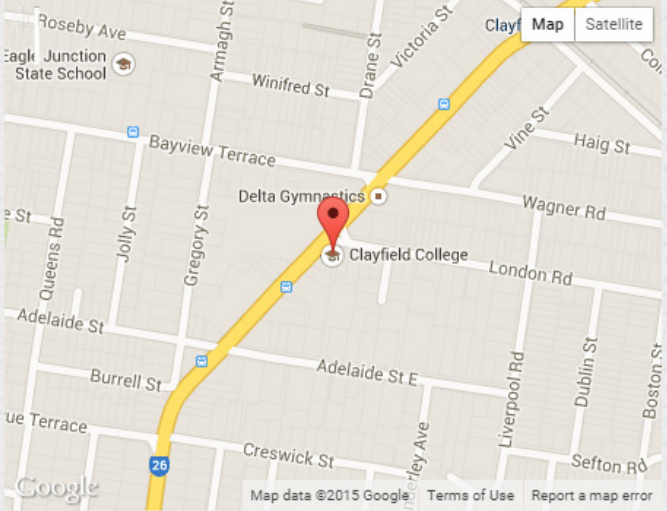
**Year 9 North Clayfield College**  
**St. Rita's College 9.1 vs. Kelvin Grove State College 9.1**

**Venue:** Clayfield College  
**Date:** Wednesday 4 March 2015  
**Time:** 6:15pm

You have not confirmed your debate. ×

Confirm Appointment Decline appointment

### Map Details



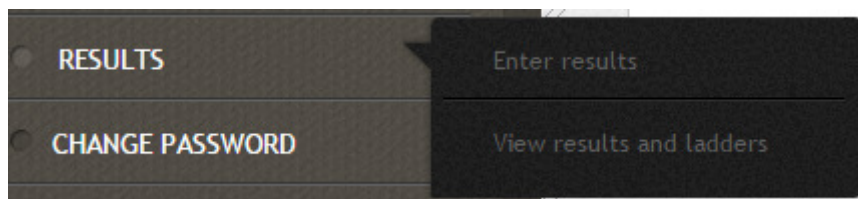
[Travel Directions](#)

There are several possible actions here:

- 'Confirm Appointment' confirms that you are available and able to adjudicate that debate
- 'Decline appointment' will show a text box, where you must enter a reason for declining before you can "Submit".
- Clicking on 'Travel Directions' underneath the map on the right will take you to Google Maps, where you can search for driving or public transport directions to the venue.

## Results

You are required to enter results for all debates you adjudicate. To fill out results, click 'Enter results' under the 'Results' menu on the sidebar:



From there, you must select a date that you adjudicated on, then a debate in the subsequent dropdown. For your convenience, debates are sorted into those you have not entered results for and those you have entered results for:

Select a date first, then select a debate to enter or edit results for.

2014-01-15: Year 9 BGGs, Round 1 ▼

The following debates HAVE NO RESULTS ENTERED.

[AFF] Anglican Church Grammar School 9.2 vs. All Hallows' School 9.3 [NEG] ▼

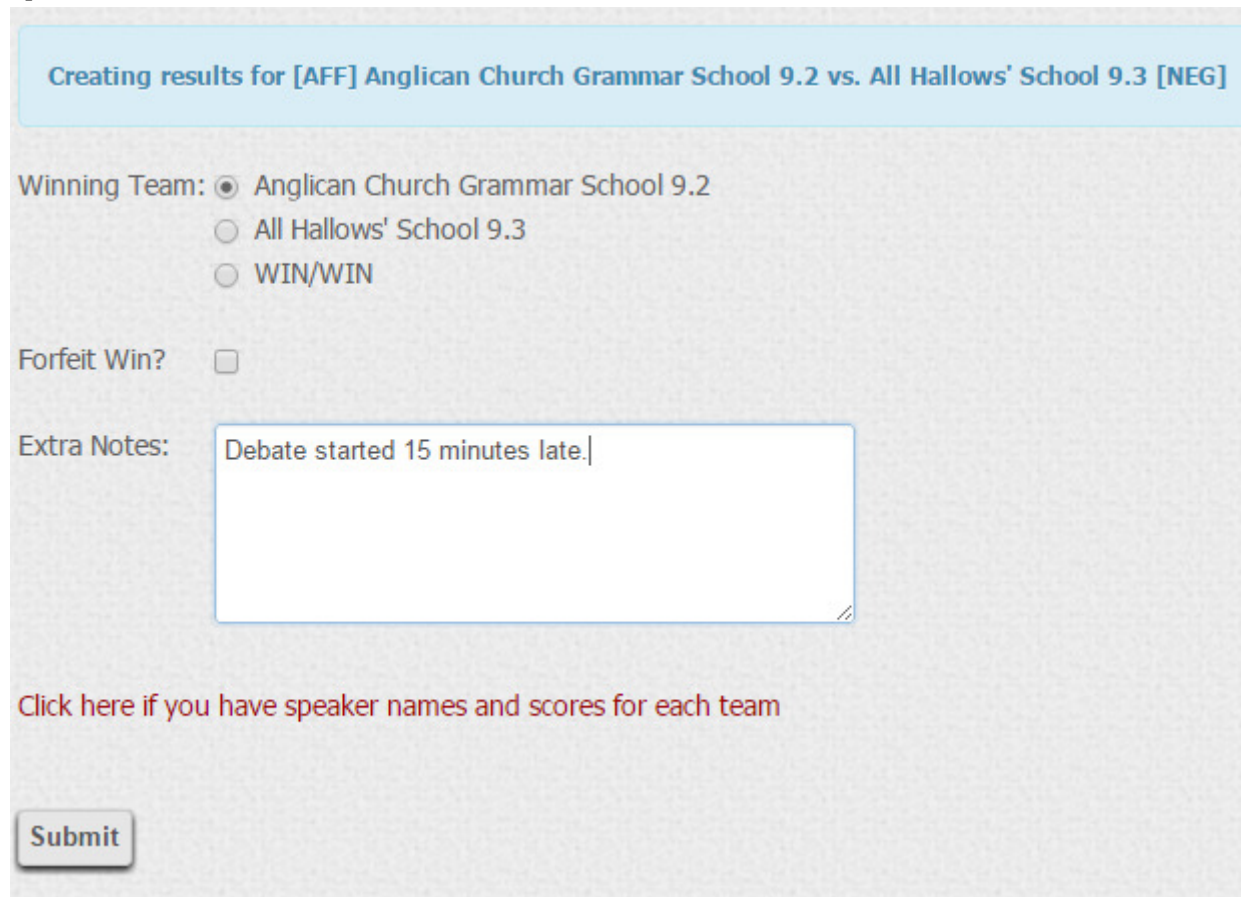
Submit

The following debates DO HAVE RESULTS ENTERED.

▼

Submit

Clicking submit will take you to the screen to enter results. You are required at minimum to enter the Winning Team. There is a checkbox if the win was a designated 'Forfeit Win', and a field for any additional notes. Clicking 'Click here if you have speaker names and scores for each team' enables you to add results with speaker names, and matter, manner, method and POI scores:



The screenshot shows a web form titled "Creating results for [AFF] Anglican Church Grammar School 9.2 vs. All Hallows' School 9.3 [NEG]". The form has a light blue header bar with the title. Below the header, there are three radio buttons for "Winning Team": "Anglican Church Grammar School 9.2" (selected), "All Hallows' School 9.3", and "WIN/WIN". There is a checkbox for "Forfeit Win?". Below that is a text area for "Extra Notes" with the text "Debate started 15 minutes late." and a small icon in the bottom right corner. At the bottom of the form is a red link that says "Click here if you have speaker names and scores for each team" and a "Submit" button.

Creating results for [AFF] Anglican Church Grammar School 9.2 vs. All Hallows' School 9.3 [NEG]

Winning Team: ☒ Anglican Church Grammar School 9.2  
☐ All Hallows' School 9.3  
☐ WIN/WIN

Forfeit Win? ☐

Extra Notes:

[Click here if you have speaker names and scores for each team](#)

Clicking 'Submit' will add the results to the database and register that you have entered results for that debates.

When you are editing, not creating results, the results that have already been entered will be pre-filled on the form.

If an administrator has entered results for a particular debate, *you will still need to log in, edit the results for that debate and click Submit*. This tells us that you are confirming the results are valid and mean you will be paid for the debate.