Guide to the Judging and Scoring Program – 2024 edition

Version 1.1 – January 3, 2024

Beginning in 2023-24, ILSA is proud to introduce a new scoring and judging program that streamlines a number of processes involved in administering your National or Friendly Competition. This program will also aid ILSA, by allowing us to keep track of an individual Judge's Conflicts of Interest and Prior Viewings across National Competitions and into the International Rounds.

PLEASE NOTE that the software requires an active Internet connection at all times.

This manual is intended for competition administrators and their staff. If you have any questions or concerns, please email JESSUP@ILSA.ORG.

The manual is organized chronologically, in the order that you will probably be doing things, before and during your Competition. It begins with "setting up the software," moves to the Memorials entry and editing, then goes to setting up the pairings, Judges, and scores for your Oral Rounds, then goes to how to use the software during the competition and concludes with publishing the final results of the Competition.

We are always looking to improve this software, so please feel free to share your complaints, comments, and suggestions – before, during, or after your Competition – with us at JESSUP@ILSA.ORG.

This update includes two new features, which are highlighted in this edition:

(1) The inclusion of "dummy judges" so that Administrators can manually override conflicts in extraordinary situations (for example, where a judge is unavoidably conflicted out of a Championship Round);

(2) The ability to "re-synch" or update the list of judges after you initially set up the software.

SETTING UP THE SOFTWARE

ILSA will need to activate your National Competition software. In order to do this, ILSA will need to know:

(1) How many Rounds (timeslots) your Competition will have;
(2) What the maximum number of Rooms your Competition will have; and
(3) When your Elimination Rounds start (depending upon the size of your Competition, you may need to have at Octofinals, Quarterfinals, Semifinals, and a Championship Round).

Once ILSA has this information, we will set up your software and send you the URL for your Competition and your login and password. As described below, you can create new logins and passwords for other staff members. *To preserve security, integrity, order and your sanity, you should limit the number of people who have access to the Program, and do not share your login and password.*

You can log into your Program at any time by visiting the URL provided by ILSA and entering your username and password.

GETTING STARTED: ADDING TEAMS TO YOUR COMPETITION

The first thing you will need to do is add Teams to your Competition. On the main screen, select 'Team Manager & Ranking' from the menu in the top right corner of the page and then select '+ Insert New'.
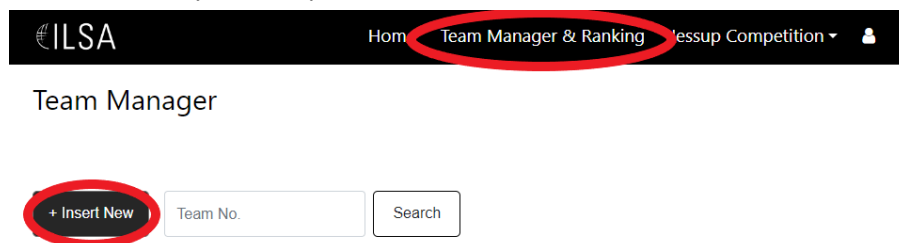
A pop-up window will appear prompting you to input the three-digit team number of the team you wish to add. Enter one Team number and press 'Search.' The program will return the team's profile, including its Team members, country, and school name. Press 'Save Team,' and the Team will appear in your list of Teams. Repeat the process for each Team in your competition.
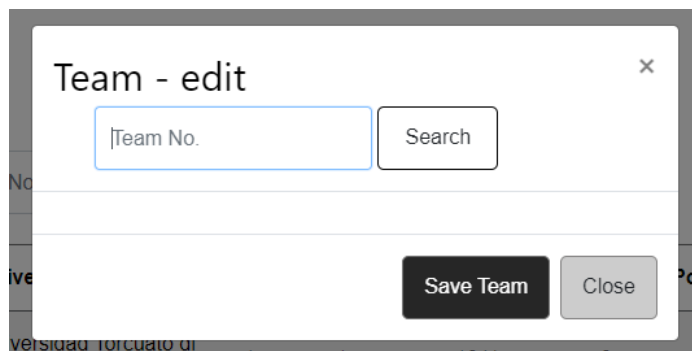
ADDING NEW USERS TO THE SYSTEM

At the outset, ILSA will set you up with a single login and password, to be used by the National Administrator. In most Competitions, you'll want to add a few additional people (for example, whoever is chiefly responsible for assigning Judges, or whoever is responsible for team check-in).

To add a user, click on the 👤 icon in the top right corner of screen, and select 'User Manager' from the drop-down list. From the User Manager screen, you can add a user (by clicking on the '+ New User'. Set them up as a "Super Administrator" (the only relevant level of access this year).
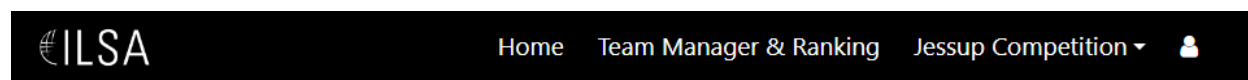
You will need to choose a password for the new user at this time, and they cannot change it.

If your user forgets their password, please contact ILSA. You can't change the password from your end.
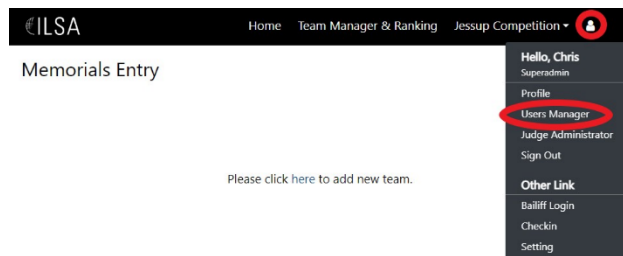
EDITING NAMES OF TEAM MEMBERS

Prior to the competition – or when your teams first arrive for Orientation and Welcome, you should have teams verify the names of their oralists.

You can view or edit a Team's members by going to the 'Team Manager & Ranking' page and clicking the 'Edit' button to the right of the specific Team you wish to edit.

ENTERING MEMORIALS SCORES

You can view your Memorial scores at any time by going to the 'Home' page or by clicking on 'Jessup Competition' -> 'Memorials Entry.' You will see a list of all your Teams and their Memorial scores,

ordered from high to low, as well as any outliers. Please check to make sure each Team's Memorials have at least three scores.

If ILSA is grading your Memorials centrally this year…

If ILSA is grading your Memorials centrally this year, then the scores will automatically populate from our central database. *Note: If ILSA is grading your Memorials, there is no reason to 'Check Transcribing' of your Memorials*

If you are grading your own Memorials locally this year…

If you are grading your own Memorials locally this year, you will need to input the Memorials scores yourself. Click the Team number of the Team whose scores you wish to add. On the next page, you will see their Applicant and Respondent memorials listed. To add a score, click '+ Add Judge'. A scoresheet will appear to the right which allows you to input the Judge's scores and comments. When you are finished, select 'Save Scores', and repeat the process till you have input all the Memorial scores for the teams in your competition. *The Scoring Program will automatically sort the high, mid, and low scores for each Memorial*.
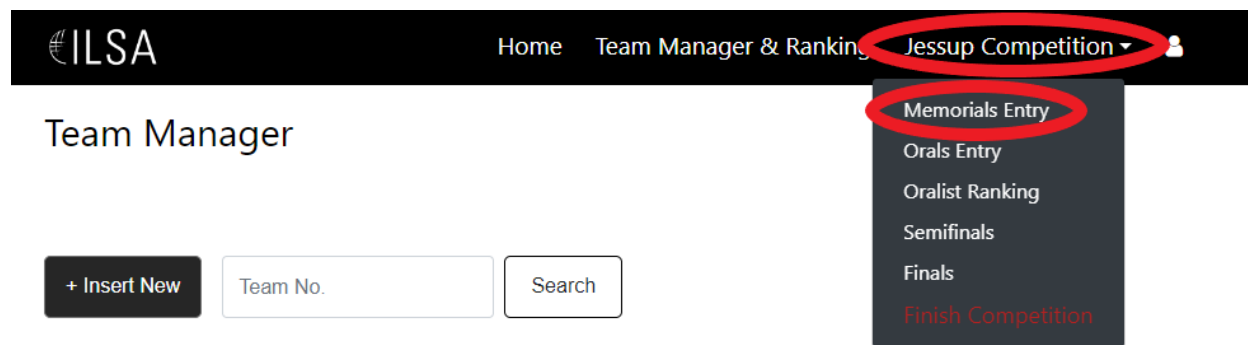
You can double-check your data entry by clicking 'Check Transcribing' in the top right of the Memorials Entry page ('Jessup Competition' -> 'Memorials Entry'). *Have one person read the Memorials penalties and scores, team by team, from the original scoresheets while the other checks them against the table on the page. If there are any errors, they can be corrected on the previous webpage in the same manner they were originally entered.*

ENTERING MEMORIALS PENALTIES

Memorials Penalties also appear in the Memorials Entry page at 'Jessup Competition' -> 'Memorials Entry.'

ILSA is assessing all Memorials penalties centrally and will contact you via electronic mail. When you receive the penalties, you can enter them on the Memorials Entry page.

By default, the penalty for any Memorial is zero. If your Teams received no Memorials penalties, then you can skip this step.

If any of your Memorials were assessed penalties, click on the box in the 'Penalty' column for the applicable Memorial and insert the scores.

*Note that this will be automated beginning in 2025.*

VIEWING MEMORIALS RANKINGS

You can view your Competition's Memorial rankings by clicking the 'Final Result' button from the Memorials Entry page ('Jessup Competition' -> 'Memorials Entry').

The scoring program will automatically calculate the Memorial scores and rank teams from first to last by total score. You can also sort by Applicant and Respondent scores by clicking 'Applicant' or 'Respondent' in the column headers (if, for example, your Competition gives awards for Best Applicant Memorial or Best Respondent Memorial). *Important note: Before announcing Memorials awards, be sure that you're reading from the list sorted from high to low under the Total column by clicking on that column.*

ORAL ROUNDS

The home page for all things related to the Oral Rounds schedule is titled `Oral Entry,' and is located at 'Jessup Competition' -> 'Orals Entry.'
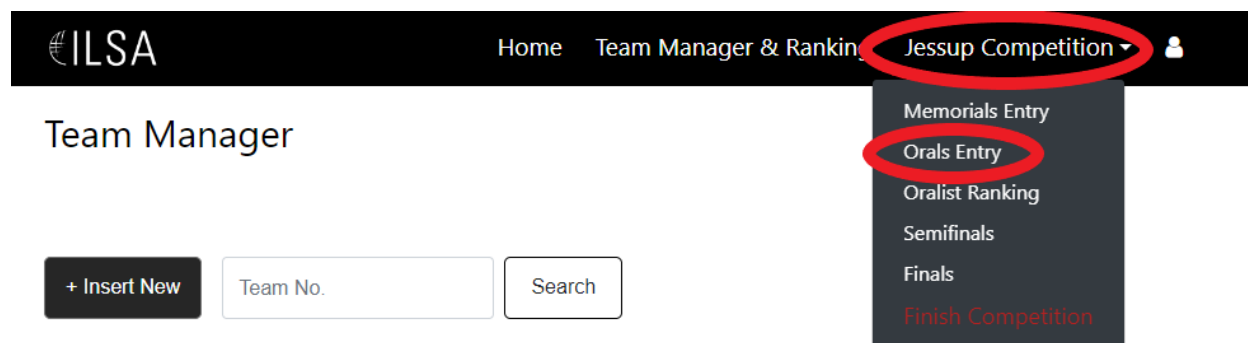

Setting up your Schedule

The first step in your Oral Rounds is to set the number of Preliminary Rounds your competition will have and to name your Rooms. Click on the 'Room Manager' button on the Oral Entry page.

A pop-up window will appear, titled 'Room List.' In the empty box at the top of the page, enter the names of your rooms, separated by Enter/Return. *Note: Enter every room you will be using during the entire competition, including Elimination Rounds. Even if you are not using every room in each Round, this list needs to include all rooms.*

In the box titled "Number of Rounds" at the bottom of the pop-up window, enter the number of Preliminary Rounds (that is, unique time slots) your Competition will have.
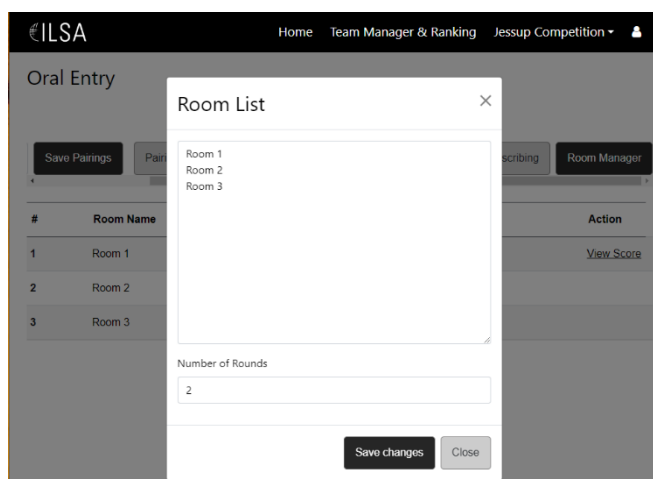
When you are finished, click 'Save Changes.' You will return to the Oral Entry page, and your Rooms will now appear.

Entering your pairings

You have two options to enter your pairings: the slow way and the fast way.

> ***The slow way: Entering pairings manually***

On the Oral Entry page, there is a drop-down box in the upper left-hand corner that tells you what Preliminary Round you are in ("Round 1," "Round 2," etc.).

#	Room Name	Team Assignment					Action
1	Room 1	109	A	vs.	739	R	View Score
2	Room 2		A	vs.		R	
3	Room 3		A	vs.		R	

For each room in Round 1, enter the three-digit Applicant team number and the three-digit Respondent team of the two teams that will be competing in that room. *Important: You need to enter Applicant in the first box, and Respondent in the second box.* Once you are finished entering Round 1, press the 'Save Pairings' button in menu above the table.

Click on the drop-down menu in the upper left that says 'Round 1' and select 'Round 2' and repeat the steps above until you have completed the pairings for all of your preliminary Oral Rounds.

You can check your work at any time by clicking the 'View Schedule' button in the menu above the table. This page will also allow you to view schedules by Team (for example, if you want to see a particular Team's schedule) by clicking the 'Schedule by Team' button at the top of the page.
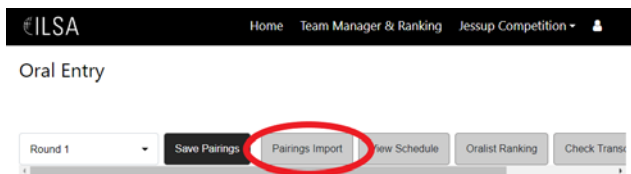

The fast way: Pairings Import

If you want to just import pairings all at once, click on the 'Pairings Import' button in the menu above the table. A pop-up window will appear, titled "Pairing Import." Click on the link titled "CSV Template" to download a copy of the template for your region. Simply fill in the table (in Excel or Notepad) and save the document as a Comma-Separate Values (CSV) file in Excel or Notepad. Then click "Choose File" in the Pairing Import window and upload the file. This will fill in all of your pairings at once. *This is recommended for larger Competitions – it's certainly what we do at the International Rounds.*

JUDGE ADMINISTRATOR

Important Note: In order to appear in the Judging Software, each of your Judges must be registered as a Judge at ILSA.ORG. Please ask every person who will be judging in your region to register at https://www.ilsa.org/judges/.
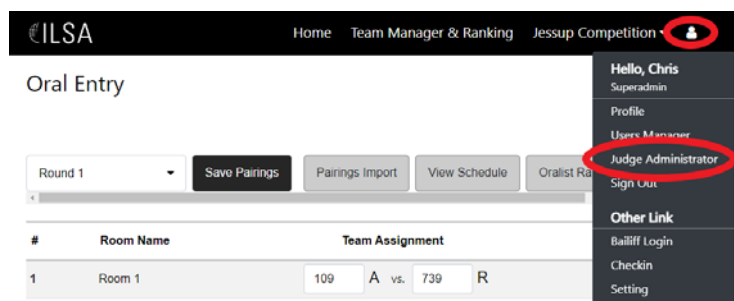
With your Preliminary Rounds set up, you can now turn your attention to preparing your Oral Rounds for Judges. To access the Judge Administrator component of the software, click on the ▲ icon in the top right corner of screen, and select 'Judge Administrator' from the drop-down menu. *Note: To return to the Scoring Administrator component, click on the ▲ icon and select 'Scoring Administrator' from the drop-down menu.*

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The "home" page for the Judge Administrator is titled "Judge List." (You can access this page at any time by clicking on 'Judge Manager.')


The first time you visit this page, it will be empty, except for a button in the center of the screen that allows you to synchronize your Judge list. Click this button to upload a list of Judges who have registered with ILSA, including the Judges for your Competition. *This is a one-time "snapshot" of the ILSA database, so you will want to make sure that all your Judges have registered at ILSA.ORG before clicking this button.*

Note: We know that some Administrators will begin setting up their National Rounds before all their judges have signed up on ILSA.ORG. We have added an "Update Judges" button to the Judge Manager page. Clicking on this will add any judges who have signed up since the last time you synchronized or updated.

Adding Judges to your Competition

The Judge List is a list of *every single Judge who has registered this year.* Obviously, not all of them are in your Competition. Your first step will be to select the Judges who will compete in your Competition.
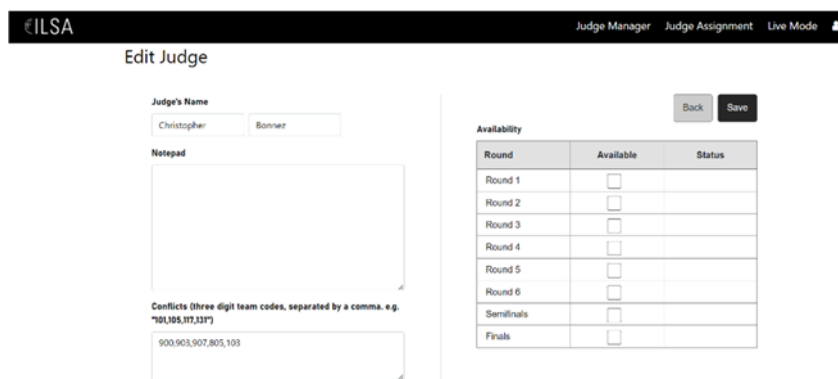
Enter a portion of your Judge's name in the box labelled "Judge Name" at the top of the screen. You will get a list of one or more Judges, one of whom is the person you are looking for. *If your Judge's name does not appear, then they did not register with ILSA.ORG! Contact them and the ILSA office, so we can add them manually!*

Click on your Judge's name. The 'Edit Judge' screen will appear.

In the right-hand column, you will see a list of your Preliminary and Elimination Rounds. Select which Rounds this Judge is available for (not necessarily the Rounds they are assigned to – that comes later) by clicking the box in the "Available" column of each Round.

While you're on this page, you can also enter the Team number of any Team that you know they have a conflict of interest with (or shouldn't be judging) by entering those Team numbers, separated by commas, in the lower box, titled "Conflicts (three-digit team codes, separated by a comma)."[1]

When you are done editing this Judge, press 'Save.' You will return to the Judge List screen, enabling you to repeat this process with each Judge participating in your National Competition. You have now populated your Judges roster.

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[1] By contrast, "Notepad" doesn't do anything. It's just a notepad for us Administrators, in case we need to make any notes to one another about specific reasons for the conflicts. Like "Judge Peil doesn't like judging odd-numbered Teams" or "Judge Bonnez hates law schools whose names begin with 'S.'

Mass Edit: A tool for future years

Don't press the 'Mass Edit' button on the Judge List page. It's a future feature for the National Rounds, that will allow you to edit all Judges' conflicts on a single page.

Assigning your Judges to matches

Once you have entered the availability and conflicts of all participating Judges, click 'Judge Assignment' on the main menu. This is where you'll be able to assign your Judges to specific matches.

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[2] The override feature will be automated beginning in 2025, so we won't have to do this work-around.

In the right-hand column labelled 'Available' is a list of every Judge who is available during this Round. Your matches for Round 1 are organized in boxes according to their assigned room.

To assign a Judge to a particular match, click and drag their name from the right-hand column to an empty box corresponding to the appropriate match. If there are no conflicts, the box will be outlined in green, and you will be able to drop the Judge in that box. If the Judge is conflicted from that match (either because of a conflict or because they are viewing a Team in a different Round), the box will be outlined in red, and you will be unable to drop them to a match. You can also drag available Judges to the 'Backup' box if you intend for them to attend that Round, but don't necessarily have a seat for them yet. *This becomes important because the Judges will eventually see their schedule on their ILSA Judges Portal page.*

You can also replace a Judge by dragging someone else into his or her box. If there are no conflicts, you can drop the first Judge into the second Judge's spot, and they will swap spots. If there is a conflict involving one or both Judges, the appropriate box will turn red, and you will not be permitted to make the swap.

Once you have filled all your courtrooms in Round 1 (and assigned any Backups), switch to another by clicking on the drop-down menu in the upper right of the screen. Repeat for each Preliminary and Elimination Round (even though you won't have any matches in the Elimination Rounds yet, you should at least move your potential Elimination Rounds Judges into the Backups column, for reasons that will become apparent in the next section).

Publishing the Judges' schedules

Once you have completed assigning your Judges (even if you've just assigned them all to "Backup"), you can publish each Judge's schedules to their homepage on their ILSA Judges Portal.

Once you have completed all the Rounds, click the 'Off' box next to 'View Schedule' in the upper right to change it to 'On.' This will publish each Judge's judging schedule to their private Judges Portal page on

ILSA.ORG. Judges will *not* see what matches they have been assigned to (or even if they're a Backup or not); it will simply tell them which Rounds they are expected to show up for.

DURING THE COMPETITION

With your scoring program set up and your Judges assigned to their matches, it is now time to start the competition!   The following steps should be followed before each Preliminary Round (and, *mutatis mutandis*, before each Elimination Round). You will spend most of your time in the Judge Manager.
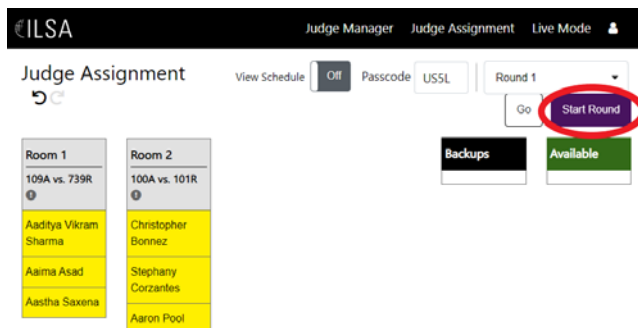

Start the Round

On the 'Judge Assignment' page, click the purple "Start Round" button in the upper right corner. This will activate Judge Check-In and Bailiff Check-In.
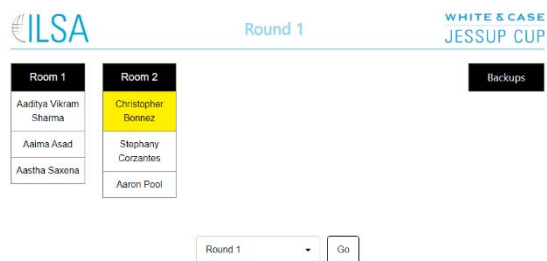
Judge Check-In

The software uses a handy color-coding scheme to let you know at a glance whether a Judge is present or not. Judges who are present are yellow; Judges who are not present remain white. Depending upon your local hardware, you have two options for "Judge Check-In." (We use them both at the International Rounds.)

Live Mode
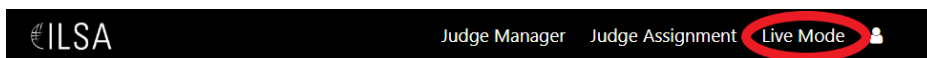
On the main menu,
there is a button labelled "Live Mode." At the International Rounds, we project this page onto a large screen from a separate laptop – this tells Judges what courtrooms they are in; it synchronizes in real time with the Judge Assignment page.

If you click on a Judge's name in Live Mode, it changes them from white (not present) to yellow (present).

Checkin

If you have an extra laptop in your judges' room, it may make more sense to have your judges check themselves in (especially if you are a larger Competition). Click on the 🔳 icon in the top right corner of screen and select "Checkin." This launches a page that lists all judges in the current Round, alphabetized by first name.

At the International Rounds, we have this page on a laptop near the front door of the Judges Lounge, so that judges can check themselves in as they arrive. Judges simply click on their own name to check them

from white (not present) to yellow (present). This synchronizes with the Live Mode page and the Judge Assignment page.

If a scheduled judge does not arrive, you can reconfigure your benches from the 'Judge Assignment' page by dragging and dropping their name into the 'Available' column and replacing them with a present judge from your 'Backups' list. When all of your assigned judges are present, you can click the 'Start Round' button in the top right corner of the screen.

Bailiff Check-In

Important note: Do NOT give your bailiffs access to the Scoring/Judging program. They have their own URL and password which gives them all the access they need!

The software allows your bailiffs/timekeepers to collect the names of the oralists in their courtroom using their own smartphone or Internet-enabled device before the match.
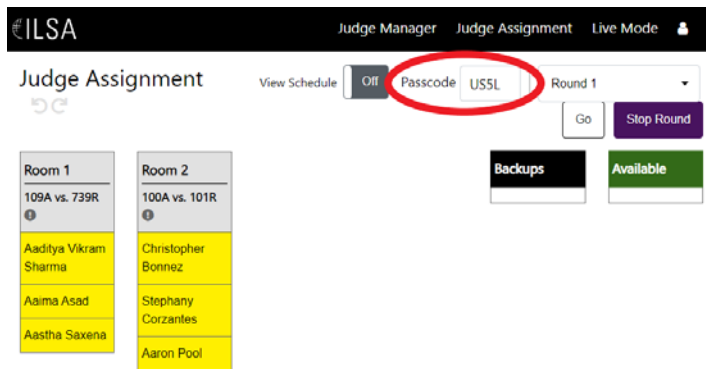

Give the bailiffs the URL of the bailiff home page (you can get this URL by clicking on the 👤 icon in the top right corner of screen and selecting 'Bailiff Login.'

Give the bailiffs the password for this round. This is a four-character password that appears on the top line of the 'Judge Assignment page,' to the right of the word "Passcode." (You can change this passcode whenever you want by simply typing another four-character password in the box. Passcodes are different from one Round to the next.)

Bailiffs should navigate to the URL and enter the passcode at the prompt.

Once they are logged-in, they will see a list of all matches happening during that Round, organized by room. The bailiff should click the match that they are bailiffing, which will take them to a screen allowing them to select the 1st and 2nd oralists for the Applicant team and the 1st and 2nd oralists for the Respondent team. They should head to their court room and collect this information from the teams and press 'Save'.
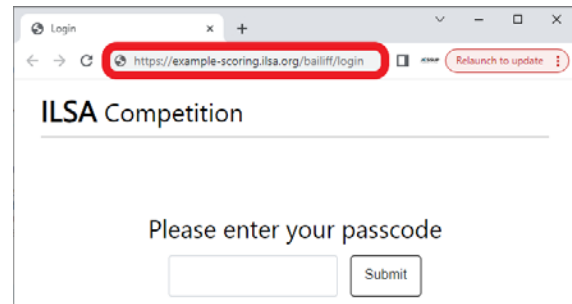
(They should also use this time to have the teams fill out the bailiff time keeping sheet and fill this information in on the Oral Round Scoresheets for the judges.) This will automatically update the scoring software.

OPTIONAL: Once the courtroom is ready, the Bailiff can click on the room that they are bailiffing. This will

turn the room box red, indicating that they are ready to receive their judges. This change in color will also be reflected on the 'Judge Assignment' screen. For larger competitions, this might be useful to keep track of which courtrooms are ready for their judges.

Once the bailiff has collected and entered all the necessary information, they should return to the Judges' room and wait to receive their judges.

Oral Round

Send your judges to their courtrooms as you usually would. As the bailiff escorts the judges to their matches, click the name of the room on the 'Judge Assignment' page. This will turn the box from red to purple indicating that the judges have been released to the room, and the match has commenced.

Entering the Scores (manually) [3]

Once you have all of the paper scoresheets from the Round, go to the Scoring Administrator program and click 'Jessup Competition' and select 'Oral Entry' from the drop-down menu. Click 'View Score' from the row corresponding to the match for which you want to enter scores. will allow you to see each judge's score for each oralist for that match and input any missing scores.

Enter the scores for each competitor and judge (50 to 100) and click 'Save Changes.' After the popup box indicates that scores have been saved successfully, click 'Close' to return to the main oral entry page. Repeat this step for each match in the Round.

Finishing the Round

Once all the matches have concluded for the round and all scores have been received, press the 'Stop Round' button on the Judge Assignment page in the upper right corner.   You may now proceed to the next Round (remembering to press "Start Round" when you are ready to start judge check-in and bailiff check-in).

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[3] Beginning in 2025, we will allow judges to fill out their scoresheets via a web interface. This will eliminate the need for paper scoresheets.

Repeat the previous instructions beginning with the "Judge Check-In" section for each Round. Note that judges will need to be re-checked in every Round they are participating in even if they have participated in the previous Round. Similarly, bailiffs will be required to re-sign in and enter a new code for each Round.

Elimination Rounds

Elimination Rounds work the same as Preliminary Rounds, except that you must first *set the matchups for the Elimination Rounds*. Since the software automatically calculates the results of the Preliminary Rounds, all you will need to do is determine who is Applicant and who is respondent.

You can generate the pairings for your first level of Elimination Rounds (for example, Quarterfinals) from the Scoring Administrator by clicking on 'Jessup Competition' -> 'Quarterfinals.' The screen will be empty, except for a button that invites you to "Generate Pairings." *Important: Only click on this button after all your Preliminary Round scores are entered!*

Please click on Generate Pairings when the results are ready. The pairing will be generating automatically

Generate Pairings

The program will use your Preliminary Round rankings to pair the round according to the Official Rules, with the higher seed listed by default in the Applicant position.

#	Room Name	Team Assignment	Position Versus	Action
1	Room 1	101 A ⇄ 102 R	#1 ↔ #4	
2	Room 2	107 A ⇄ 896 R	#2 ↔ #3	

Now conduct your Pleading Options via the Official Rules (it's usually the higher seed that picks, or else a coin toss).

Once the teams in each match have chosen their sides, use the arrows buttons between the Applicant and Respondent team numbers to swap the Applicant and Respondent, if necessary. Then click 'Save Pairings' to save the pairings and to update the Judge Administrator.

You can now go to the Judge Administrator to assign judges to your matches – simply go to 'Judge Assignment' and, in the drop-down box in the upper right-hand corner, select the Round you are in (Quarterfinals, Semifinals, etc.). The Scoring Administrator has automatically created new matches for this round.

Place the judges in their rounds as usual and conduct the Elimination Round.

Once you have results from the Elimination Round, go back to the Scoring Administrator and click on 'Jessup Competition' -> 'Quarterfinal' (or 'Semifinal,' or whatever your first level of Elimination Rounds is) to input the

Round of 4

#	Room Name	Team Assignment	Position Versus	Action
1	Room 1	102 A ⇄ 101 R	#3 ↔ #1	View Score
2	Room 2	107 A ⇄ 896 R	#2 ↔ #4	View Score

results. You will see a list of your matches, with an option to View Score in the final column.

Round of 4

Click on View Score, and you will see an oral-round ballot with each of the three judges' names on it. Enter a "1" next to each judge's name to indicate which side that judge voted for. (If your judges do not take individual votes, just put a 1 next to each judge's name for the team that won the match.) The program will automatically calculate the winner based upon the majority vote of the three judges. Click on "Save Changes" to record the result and proceed to do the same for the other matches in this elimination round.

Once you have entered and saved the scores for all the matches, you can proceed to set up the next Elimination Round, as the program will now know who is advancing to that round. Once again, from the Scoring Administrator, click on 'Jessup Competition' -> 'Semifinals' (or whatever your next level of Elimination Rounds is) and repeat the steps above.

Final Results

At some point after the Preliminary Rounds, you'll want to have an Awards Ceremony. Here is where to find the relevant rankings, so you can determine who gets awards:

(1) Preliminary Round rankings: 'Team Manager & Ranking'
(2) Oralist rankings: 'Jessup Competition' -> 'Oralist Ranking'
  - *Important Note: For those of you for whom the oralist awards are limited to those oralists with two or more matches argued (that is, usually, National Competitions with four or more teams competing), make sure to click on the drop-down box on this page and change the rankings to 'Preliminary Rounds (Two or more matches).*
  - *If your National Competition allows anyone to qualify for oral awards (including people who have only argued once), the default 'Preliminary Rounds' is fine.*
(3) Memorial Rankings: 'Jessup Competition' -> 'Memorials Entry', and then click on the 'Final Result' button. As noted above, you can rank by Total (overall award), or by Applicant and Respondent (if you give awards for Best Applicant and Best Respondent Memorials).

Team Results Packet

Once the Competition is over, the teams will want to receive the results of the Competition – usually in the form of a hard-copy or electronic Team Packet.

To generate this from the Scoring Administrator, click on 'Jessup Competition' -> 'Finish Competition'. You will get a popup window that reminds you that this cannot be undone. Click "Okay," and then be prepared to wait for a while. (For the International Rounds, this process can take eight to ten minutes.) *Do not interrupt the system while it is processing!*

When it is done, you will get a Report of the Competition, which includes PDF files that you can easily download and forward to the correct team.

Report of the Competition

Final Memorial Result (1)	100-Master-Score-Sheet.pdf
Final Orals Result (1)	101-Master-Score-Sheet.pdf
Final Ranking Result (1)	102-Master-Score-Sheet.pdf
Master Score Sheets (8)	107-Master-Score-Sheet.pdf
Memorial Score Sheets (8)	893-Master-Score-Sheet.pdf
Oral Score Sheets (8)	894-Master-Score-Sheet.pdf
	895-Master-Score-Sheet.pdf
	896-Master-Score-Sheet.pdf

Every team should reeive a copy of Final Memorial Result, Final Orals Result, and Final Ranking Result. Under Master Score Sheets, Memorial Score Sheet, and Oral Score Sheet, you will see individual PDFs for each Team participating in your Competiton. *Each team should only receive its own Master, Memorial, and Oral scoresheet!*