

TAPPSTER- ONLINE DATA ENTRY INSTRUCTION 2008-2009 MUSIC MEET HOST

HOME PAGE (Fig. 1)

The following links are on the home page and described in detail below. You will only see the links that apply to your access level. At anytime, you may click the word HOME to bring you back to this screen.

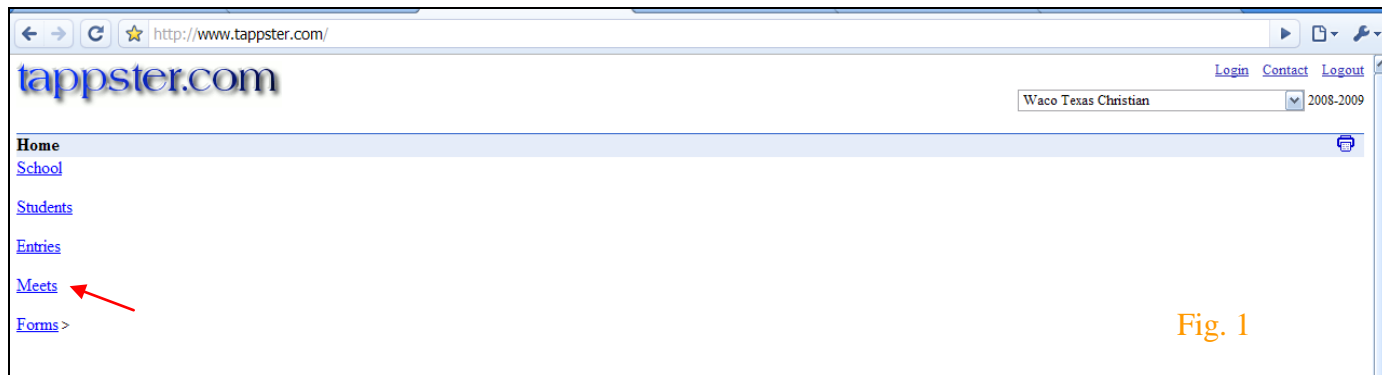


Fig. 1

MEET PAGE (Fig. 2)

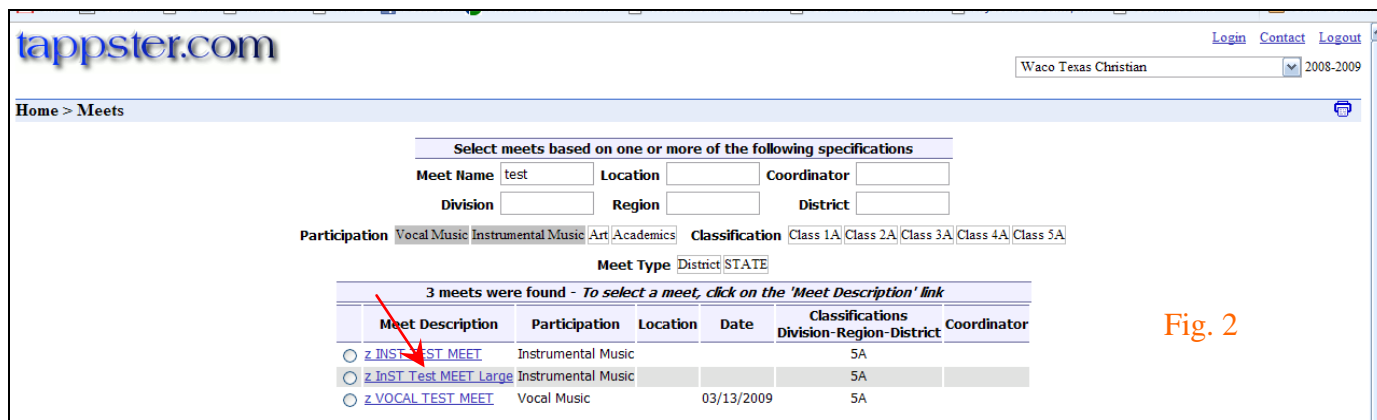


Fig. 2

Click on your meet to open it. You should have one for Vocal and Instrumental unless you are sharing duties with another director. (Fig. 3)

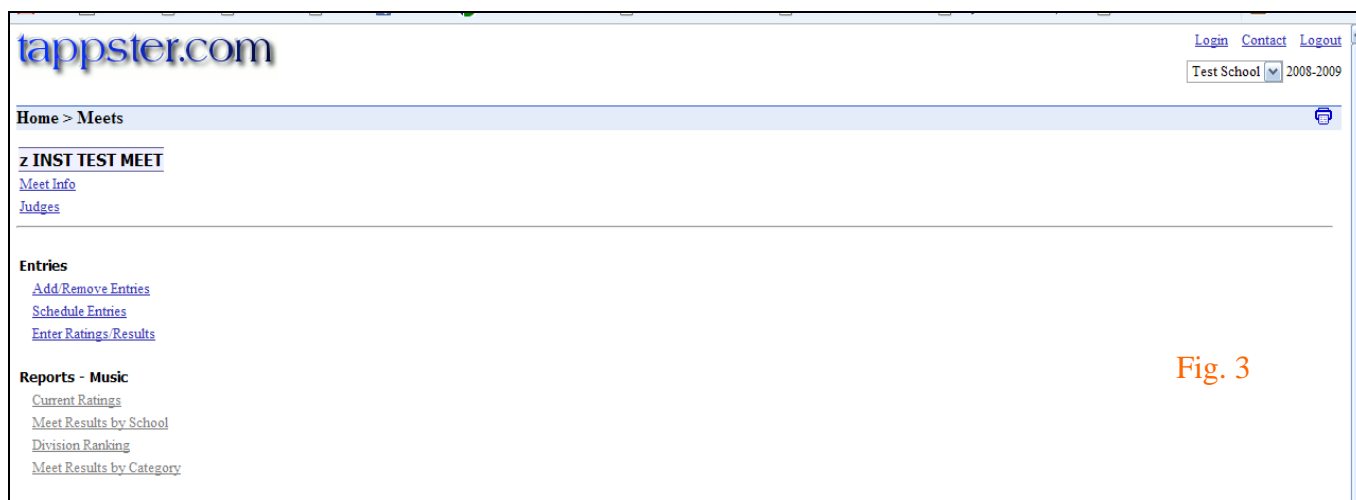


Fig. 3

Meet Info Link (Fig. 4)

Description

Location- **Enter the location of your meet, include the place and address**

Dates- **Enter the Start and End dates of your meet.**

Payable to- **Enter the name and address to whom the check should be written**

Postmarked by- **Enter the date that the check should be postmarked by**

Click SAVE at the bottom

Home > Meets

z INST TEST MEET

Description z INST TEST MEET

Location

Start Date End Date

Participation Instrumental Music

Classification Class 1A, Class 2A, Class 3A, Class 4A, Class 5A

Division Region District

Coordinator Peter Parker, Test School

Fees

Payable To

Postmarked By

Event	Flat Fee	Fee per Entry
Solo Percussion - Snare	\$0.00	\$4.00
Solo Percussion - Mallet	\$0.00	\$4.00
Solo Percussion - Tympani	\$0.00	\$4.00
Solo Percussion - Multiple Percussion	\$0.00	\$4.00
Solo Instrumental - Bassoon	\$0.00	\$4.00
Solo Instrumental - Cello	\$0.00	\$4.00
Solo Instrumental - Clarinet	\$0.00	\$4.00
Solo Instrumental - English Horn	\$0.00	\$4.00
Solo Instrumental - Euphonium	\$0.00	\$4.00
Solo Instrumental - Flute	\$0.00	\$4.00
Solo Instrumental - French Horn	\$0.00	\$4.00
Solo Instrumental - Oboe	\$0.00	\$4.00
Solo Instrumental - Piccolo	\$0.00	\$4.00
Solo Piano	\$0.00	\$4.00

Save Cancel

JUDGES Link

Enter the Judge's name and contact information here. All info can be retrieved for future meets.

SCHEDULE ENTRIES

You can use this to schedule your events, but it is an option.

Add/Remove Entries Link (Fig. 5)



Fig. 5

ACTIVE ENTRIES are entries ACTIVELY entered in your meet. If they are on the ACTIVE list, they are registered for the meet.

AVAILABLE ENTRIES are entries that teachers have entered in to tappster, but are NOT ACTIVE or registered for the meet.

TO ADD ENTIRES TO THE MEET

- Click ADD/REMOVE Entries
- Click AVAILABLE Entries
- Click the SELECT ALL button to add all Entries or select them individual
- Click SAVE

TO REMOVE ENTRIES FROM THE MEET

- Click ADD/REMOVE Entries
- Click ACTIVE Entries
- Click on the individual entry that needs to be removed.
- Click SAVE

FORMS WILL NOT GENERATE UNLESS ENTRIES ARE ADDED TO THE MEET.

If you accidentally remove all entires, just repeat the Add new entry process.

Enter Ratings and Results (Fig. 6)

The screenshot shows the tappster.com interface. At the top right, there are links for 'Login', 'Contact', and 'Logout', along with a dropdown menu for 'Test School' and the year '2008-2009'. Below the header, there is a navigation bar with 'Home > Meets'. The main content area is titled 'z INST TEST MEET'. Below the title, there are sorting options: 'Sort by: School | Type | Name' and two dropdown menus for 'Select School' (set to '*All Schools*') and 'Select Type' (set to '*All Types*'). A link 'Click on a rating to change it.' is positioned above a table. The table has six columns: 'School', 'Entry Type', 'Entry Name', 'Class/Grade', 'Rating for State', and 'Eligible'. The 'Rating for State' column contains blue links labeled 'None' for each entry. The 'Eligible' column contains the text 'NO' for each entry.

School	Entry Type	Entry Name	Class/Grade	Rating for State	Eligible
Test School	Concert Band	asdfasdf	G2-5A	None	NO
Test School	Handbell Ensemble	asdfad	C1-5A	None	NO
Test School	Medium Ensemble	aDFSD	C1-5A	None	NO
Test School	Small Ensemble	123434	C2-5A	None	NO
Test School	Solo Instrumental - Bassoon	Jack Napier	C3-5A	None	NO
Test School	Solo Instrumental - Cello	Jean Grey	C1-5A	None	NO
Test School	Solo Percussion - Mallet	Freddie Crane	C1-5A	None	NO
Test School	Solo Percussion - Snare	Alejandro de la Vega	C4-5A	None	NO

TO ENTER RATINGS

- Click on the Individual Entries
- Select the Rating(s) for each judge
- Click Save

More instructions will be posted as things are ready.