

AGQBA Tournament Record Keeper Checklist

- If Recording Scores Electronically:
 - Desktop computer or Laptop
 - Extension cord (if needed)
 - Microsoft Excel
 - Excel scoring spreadsheet
 - Copy of Tournament Pairings/Bracket
 - All Tournament, MVP, and HPP Scoring Instructions
 - All Tournament Team list (use for announcing during awards)

- If Recording Scores Using Printed Forms:
 - Team Results Form - one for each team
 - All Tournament Student Totals Form - one for each team
 - All Tournament, MVP, and HPP Scoring Instructions
 - All Tournament Team list
 - Copy of Tournament Pairings/Brackets

- Supplies:
 - Pencils/pens/highlighters/permanent markers
 - Stapler/paper clips
 - Extra File Folders

- Labeled Folders for collecting & keeping the following items:
 - Tournament Registration Signature Form Paperwork
 - Official Score Sheets
 - Challenges Made

After each game, the scorekeeper must bring the official copy of the score sheet for the game, the judge's copy of the questions, and any challenge forms used. (Scorekeepers should stay in the score room until all games have finished)

1. Record the team scores in the Excel spreadsheet OR the "Team Results" sheet
2. Staple all of the score sheets for the game together & place them in the proper folder.
3. Staple together any challenges for the game and place them in the proper folder.

At the end of the final match, check that all records are in the proper folders. Give all folders to the tournament director.

Thank you for doing this important job!