DUTIES OF ADMINISTRATOR

Friday, February 6th, 2026

(ensure evaluation/scantron sheet integrity - student number, judge scores, totals, set is intact)

Reporting to: ▪ Series Director **Managing:** ▪ 1 category with 10 Judges (Individuals/Principles) ▪ 1 category with 8 Judges (Teams)	**Category Team** ▪ Manager ▪ Series Director ▪ Administrator, Caller, Timer ▪ Advisor Judge Assistant

Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom.

Order of Duties:

1. 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team. Collect the Scantrons, participant schedule, and a pencil from your Series Director.
2. When dismissed by the Judge Trainer, go directly to the category location indicated on your name badge.
3. Begin bubbling and recording the participants' 5-digit ID numbers on the Scantrons. Participant IDs are pre-printed on the Scantron label area. Ensure Scantrons are in **TIME ORDER** to make Scantron distribution easier. You will have time to continue this as students are prepping.
4. As the Caller leads participants into the competition area, direct them to the appropriate seating block (i.e. prepping or waiting).
5. After bubbling and recording the IDs, distribute Scantrons to the seated participants.
6. Scantrons for participants who do not show up for their event should be given a score of 1 for item 1 ONLY. Clearly record "No Show" BESIDE the participant information, and keep it aside.
7. Two minutes before they go to the Judge, hand them their scantrons and instruct them to give it to their Judge as soon as they walk into the booth. Judge #3 must see kids ONLY assigned to Judge #3 and must give them the correct scantron with the kid's name on it which will SAY GO TO JUDGE #3….

YOUR goal is to PROOF accuracy of ALL the scantrons!

- Check the bubble matches the number recorded by the Judge
- PROOF the Judge's addition!
- Sort the scantrons in time order i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83, etc.

If YOU are perfect then tabulation will be a dream… if not, then it becomes a nightmare ☹ Knowing you, I know it will be a dream ☺ …. Bring out that teacher perfectionist in you!!!

Timing Note:

	Prep [minutes]	Presentation [minutes]
Individual Series Events	10	10
Principle Events	10	10
Team Decision Making Events	30	15

As the Administrator please SIGN YOUR NAME using a **RED** pen at the bottom of the sheet, that you proofed the Judges bubbling and adding, on each Scantron. **Use the HIGHLIGHTER in the bucket and highlight the DECA logo if there is a note on the scantron that you want FLAGGED by the tabulation team. For example, partner did not show… you MUST mark DOWN the student that did not show! Highlight ANOMALIES!**

- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83 scantrons, etc. **Ensure that no scantrons are missing**.
- Collect and organize all event materials, place them back in the bucket, and return them to the Vide office at the end of each session.
- **Individual and Principles Events hand in their morning Orals BEFORE lunch in the Vide office where they will be given Oral B events. They will repeat this process for the second oral event in the afternoon with training taking place at lunch.**
- A hot, sit-down lunch will be served at noon in Sheraton Hall / City Hall Room for all assigned Advisors, Alumni on duty and Judges. Series Directors and Judges must sit at tables designated by category so they can conduct case-specific training for the afternoon orals.
- Review evaluation tips with your Judges if Scantrons are not filled in correctly or there are exceptionally high/low scores. Use the tips listed above to guide them.