



Collegiate Dairy Products Evaluation Contest

Coaches: [REGISTER](#) / [LOG IN](#)

Informational Guide for Coaches

This guide contains information for CDPEC Coaches. As web-based programming and features may change over time, this guide may be incomplete or inaccurate. Please contact the Contest Administrator with any questions or concerns about the information contained in this guide.

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Getting Started

As a coach, you must first register for a user account on the CDPEC website to gain access to the Coach Dashboard. There, you'll be able to perform several tasks such as adding your school information and managing your student contestants.

How to Register:

To register for an account, click the "Register" link at the top of any web page, or click the following link to go directly to the Register page:

<http://dairyproductscontest.org/users/register.php>. Fill out the registration form to create your account. Note: For the first question, "I am registering as...", be sure to select "CDPEC Contest Coach". This will allow the online system to recognize your account as a Coach and displays options only available to coaches.

The Coach Dashboard

My School

As a newly registered coach, your first task is to add your School Information if your school hasn't participated in the past. If you're taking over as coach for a school that has participated in the past, you should contact the Contest Administrator to have your account assigned to the existing school record, rather than adding a new school.

Note: If you switch to a different school later on, whether during the current year or in a future year, do NOT edit your School Information to change it to the new school. Students are assigned to the School record, not your Coach Account, so editing the School Information also effects the students assigned to that school. Instead, contact the Contest Administrator so he/she can add the new school to the system (if it doesn't already exist) and assign your account to the appropriate record.

My Team for 2019

Once your school information is set up, you're ready to add Student Contestants to your Team.

Contestants are...

- Registered for, and participate in the current Contest Year. If a contestant tries to log in during a year for which he/she is not registered, the following error is displayed: "You are not registered to participate for the current Contest Year."

- Registered for, and participate in the selected contests for the Contest Year. If a contestant tries to participate in a contest for which he/she is not registered, the following error is displayed: "You are not registered to participate in the current Contest."
- Associated with the School record in the system, NOT a Coach's account.

Other items to note:

- When adding a new Student Contestant, a username/login id is automatically generated if the field is left blank. If coaches populate the usernames and login ID fields, please ensure it something your contestants can easily remember.
- Team information must be finalized by the Team Registration Closing Date as defined by the Contest Administrator. After this date, changes in designation of team members, alternates and graduate students may be made, but no new team members may be added.
- You are not allowed to edit contestants when a live contest is in progress.

Assistant Coaches

You can add information about the Assistant Coaches who will be at the Contest with you. This lets the Contest Administrator know who will be attending. This is for informational purposes only. Assistant Coaches do not have login information and cannot access any restricted areas of the website.

My Profile

In this section, you can manage your contact information and login credentials.

Student Contestants: How to participate

Accessing the Scorecard Area

Student Scorecard Login URL: <http://dairyproductscontest.org/scorecards/>

- Login ID / Contest Access Code: Before the contest begins, each student contestant must have their Login ID and, if required by the Contest Administrator, the Contest Access Code, in order to access the Student Scorecard area.
- Assigned Group Numbers: The Contest Administrator will assign each contestant to a Group Number. This ensures the contestant can only judge the product assigned to their group. Any contestant without a Group Number will be able to select any product they wish to judge.

- **Scorecard URL:** Students will use an electronic device to access the website with a web browser, such as an iPad. The device may be set up to automatically navigate to the Student Scorecard Login URL listed above, or the student will enter this URL manually.
- **Logging In:** On the Scorecard Login page, the contestant enters his/her Login ID (and Contest Access Code, if appropriate) and clicks submit. If the login information is validated, the page redirects to the contestant's Scorecard Overview page.
- **Restricted Access:** Once logged in, the contestant is not allowed to access any other part of the website and will be redirected back to the Scorecard Overview page if he/she tries to do so. A warning message is displayed to inform them they are only allowed to access their scorecards.

Practice Scorecards vs. Live Contest

On Contest Day, the Contest Administrator will select a contest entry in the system as the Live Contest and all scorecard submissions will be recorded under the selected Live Contest. If no contest is selected, scorecards are recorded under the default "Practice Contest".

Contest Access Code

If the Contest Administrator has activated a Contest Access Code in the system, student contestants must enter this code along with their Login ID to log in and access the scorecards.

The Scorecard Overview page

- When the Contest Administrator HAS NOT set a contest to be "Live" under "General Contest Settings", the "Practice Contest" will be automatically selected and the contestant can choose each product scorecard as they wish.
- When the Contest Administrator HAS set a contest to be "Live" under "General Contest Settings", information for that Contest is selected from the database. In addition:
 - If the Contestant HAS NOT been assigned a Group Number, he may select any product scorecard he wishes to work on that he has not already started or completed.
 - If the Contestant HAS been assigned a Group Number, the programming automatically selects the next Product being judged by that group.

Master Scorecard Timer

The Contest Administrator uses the Master Scorecard Timer feature to control when a Contestant can edit their scorecards.

- **Start:** At the beginning of a round of judging, the Contest Administrator will click the "Start" button. A contestant can't start a new scorecard until the timer has been started.
- **Restart:** Once the contestants start editing their scorecards, if the Contest Administrator restarts the timer, the next time the Contestant clicks "Review" or "Return To Scorecard" (navigating between scorecard pages), the Time remaining for their timer will be updated. This will give the contestants extra time to complete their scorecards.
- **Clear / Stop:** The Contest Administrator can clear/stop the timer at any time. Doing so does NOT immediately kick the contestant out of their scorecard, but the next time they click "Review" or "Return To Scorecard" (navigating between scorecard pages) their scorecard will be automatically submitted, thus ending the editing of that product.

Editing a Scorecard

Once a Contestant begins editing a Scorecard, the timer begins. A number of features are built in to make the scorecard reliable and easy to use. Here are some of the features and how they work:

Checking for errors:

- While editing a scorecard, every time you click a radio input or checkbox, all scorecard entries (for all samples, not just the one you're viewing) are saved in the database in a temporary database table. This storing of temporary data is to ensure the server and database connections and queries can be made successfully.
- When editing or reviewing a scorecard you're working on, clicking the Review/Submit buttons triggers a "connection check" script to be run.
- When an error is detected, whether due to server or database errors or inability to connect to the website (loss of internet), the error handling script is triggered.

Handling errors:

- An error message appears at the top of the scorecard and another at the bottom in red lettering to let you know there was a problem.
- "Submit" type buttons are disabled/hidden.
- The script will automatically try to reconnect every 2 seconds.

Recovering from an error:

- Upon reconnection / success, the "submit" type buttons become available again.

You can try out the error handling functionality by disconnecting your internet connection while you're editing a scorecard.

Completing a Scorecard

From the scorecard "Edit" page, the Contestant clicks "REVIEW". If a Points selection has been made for every Section of every Sample, a "FINISH AND SUBMIT" button appears. If not, an error is displayed warning the contestant that some entries are missing.

Clicking the "FINISH AND SUBMIT" button triggers a popup confirmation dialog with the message, "Wait! You are about to submit your scorecard selections. This action cannot be undone and you will not be able to edit your answers once submitted. Are you sure you want to continue?" Two options are presented, "Continue Editing" and "Save / Complete Scorecard". Clicking the latter will save the entries and set the scorecard Status to "Completed".

*** To note, data for the entire scorecard is saved in the database each time you click "Review" or "Save my Scorecard".

Contest Results

Scorecard Grading, Tie Breaking and Winner Placement

At the end of the contest, the Contest Administrator is responsible for processing scorecard data to generate contest results and determine the winners. Results for Grades, Rankings and Winner Placements are processed in groups as follows:

- Individuals (Undergraduates and Alternates) by Product
- Individuals (Undergraduates and Alternates) by Contest
- Graduates by Product
- Graduates by Contest
- Teams by Product
- Teams by Contest

Notes regarding team scoring:

- Alternates and Graduates are scored only as individuals and are not included in team scoring.
- Contest Rules states: Three Undergraduate students from any one school

constitutes a team. Therefore, when only two Undergraduates participate from a school, they are scored individually and not as a team.

- The top three (3) scores for individual Undergraduates are automatically selected to calculate the Team scores and rankings.
- If an Undergraduate is disqualified, and that Undergraduate is part of a team , the entire team is disqualified from team scoring. The non-disqualified members of the team may compete individually.

Viewing Results

When contest results are available, they will be displayed at the top of your Coach Dashboard.