

TABULATOR INSTRUCTIONS

1) All contests at all levels will have three(3) tabulators.
2) Each judge's scorecard will be numbered 1 to 5 , and alternates with an " A ". The contest chairperson will let the tabulators know which judge's will be used for scoring.
3) Each scorecard will be added, and initialed by each of the tabulators. Any corrections must be made by the judge and initialed. Only whole numbers must be used.
4) Make sure there are no ties in the total points and Record of Choice. If so, the judge must break the tie.
5)Post the Record of Choice and the Total Points from each judge's scorecard onto the Tabulation Card.
$6)$ The contestant receiving the lowest score in the Record of Choice is declared the winner, and so on down the line.
5) If two(2) contestants are tied you must then use the two-way tie breaker, Form \#16, to break it.
6) If More than two contestants are tied you must first use the Total Points with the highest points declared the winner. Sœ Three-way tie breaker sheet, Form \# 17, for further explanation.
7) Tabulators are not permitted to divulge any information related to their contest.
8) All sheets are to be turned over to the Chairperson for final acceptance.
