

# **Speakeasy Documentation**

Speakeasy is an application that pre-fills the 4-H communications competition paperwork from a list of competitors. This includes all forms for tellers, timers, and judges.

Speakeasy currently uses the 4-H Alberta provided forms.

Future versions may be configurable with different forms and even included support for certificates.

Speakeasy is developed, hosted, and maintained by Circle V Software ([www.circlev.ca](http://www.circlev.ca)).

## **Please note:**

Speakeasy is a volunteer effort, while there shouldn't be any major bugs, there may be an occasional hiccup. If you run into issues, or have any questions, feedback, or suggestions for improvements, please contact Brad Jones ([brad@circlev.ca](mailto:brad@circlev.ca)) and he will get back to you as soon as he is able.

## **Competitions**

You can manage your Competitions by clicking the 'Competition' link in the main menu. You can add, view, edit, or delete your competitions.

To add Competitors to a competition, you can manually add each one individually, or import them from a file (CSV or Excel).

A sample Excel import file can be downloaded from the Speakeasy 'Home' page.

To receive your filled in forms, click the 'generate files' link for the competition (either from the main competition view, or the competition list).

This will download a .zip file containing all of the pre-filled in forms.

See below for further details on the competitor list file, the document structure in the zip file, and tips on printing / preparing your competition files.

## **Speakeasy Competitor List File**

The competitor list can be a CSV (comma separated values) file or an Excel spreadsheet. Regardless of the file type, each file must contain a header row to indicate which column holds which information, with each subsequent row holding information for a competitor. Empty rows are ignored.

The columns can be in any order, but the header (first) row must contain each of the following supported column names (case does not matter):

'name', 'level', 'type', 'topic', 'title', 'club'

- name : the name(s) of the competitor

for presentations with multiple presenters, include each name separated by a comma

- level : the member level (cleaver, junior, intermediate, senior)  
only the initial character is needed ('c', 'j', 'i', 's'), case does not matter
- type : the type of the communication (speech or presentation)  
only the initial character is needed ('s', 'p'), case does not matter  
if this is blank or does not start with 's' or 'p', 'speech' is assumed.
- topic : the topic of the speech or presentation  
topic is needed to help prepare impromptus.  
this should always be included, if it is blank 'tbd' will be used.
- title : the title of the speech or presentation  
titles are optional and do not need to be included.  
title is used in the comment sheets if given, otherwise topic will be used instead
- club : the club being represented by the competitor(s)  
for a club level competition, this column is not needed.

## **Speakeasy document structure**

The generated zip file contains the paperwork organized using the following structure.

- competition folder
  - presentations
    - member level (cleaver, junior, etc)
      - judge
        - comment sheet for each competitor
        - placing sheet
        - score sheet
      - teller sheet
      - timer sheet
  - speeches
    - member level
      - judge
        - prepared and impromptu comment sheets for each competitor
        - placing sheet
        - score sheet
      - teller sheet
      - timer sheet

Note - some directories may not be included.

For example, if there are no Cleavers in the competition, then there will not be a 'Clever' folder under 'presentations' or 'speeches'.

Similarly, if there are no Presentations in the competition, then there will not be a 'presentations' folder.

### **Printing the Paperwork.**

Choose the desired paper colour for each Member Level.

Remember that white is a colour as well, so you only need to get two or three colours.

Staples carries pink, yellow, green, blue, and purple among others.

The specific colour doesn't matter, Consistency within the competition does!

To make things easy on yourself:

- Do one competition type at a time
- Do one Member Level at a time.
- complete all levels for a competition before moving to the next.
- Have your speaking order pre-determined so that you can order the paperwork for each judge accordingly.

from the member level folder

print 2 copies of the teller sheet (one for each teller, always 2 tellers)

print 2 or 3 copies of the timer sheet (one for each timer, presentations have 3 timers)

From the 'judge' folder

print the placing sheet and cut into the three placing strips (one for each judge)

print 3 copies of the score sheet (one for each judge)

print 3 copies of each of the comment sheet files (one for each judge)

### **Additional notes for Speech paperwork:**

There will be two comment sheet files for each competitor. One each for the prepared and impromptu. You will need to circle the appropriate item ('prepared' or 'Impromptu') in the upper right corner of each of the comment sheets. The prepared comment sheet will be the one that has the 'Speech Title' line filled in.

In some Speech competitions, 6 judges are used (3 for prepared, 3 for impromptu).

The teller sheet has two versions, one for 3 judges and one for 6 judges, be sure to include the appropriate one in your teller folders.

If you have 6 judges, you will need to prepare 3 additional judge folders with the appropriate forms (prepared comment sheets for the prepared judge folders, and impromptu comment sheets for the impromptu judge folders), with all folders containing the placing and score sheets as needed.