HOSA - MASTER Event Summary for TABS - 2018

This is the ONLY Event Summary that goes to Tabs. This should be a compilation of the Section Summary forms from each section of your event. Tabs will use this to process scores and record any violations. The Event Manager works with the Lieutenant and/or Category Chair to complete this form.

Event _____Round 1 or Round 2 (circle one)

Event Manager _____ State_____

Event Lieutenant _____

DRESS CODE OR PROCESS VIOLATIONS: List name, ID #, and specific violation, such as missed orientation, failed to bring event guidelines, dress issue, etc. By listing here, the Event Manager and Lieutenant/Category Chair BOTH confirm and verify the violation.

Competitor/Team Name(s)	ID Number	Violation

HOSA - MASTER Event Summary for TABS – 2018 (pg 2)

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Event _____Round 1 or Round 2 (circle one)

NO-SHOWS: List any competitors/teams who were included on your registration list but did not show up for the event. They should also be crossed out on the registration list and their rating sheets should be marked with an "X" across the entire rating sheet scantron.

Competitor/Team Name(s)	ID Number

ADDITIONS: Any competitors/teams added on-site who were not on your registration list, should be listed here. A BLANK scantron must be used for these competitors. DO NOT use any preprinted scantrons for these additions, as an ID number will need to be assigned in Tabulations after competition.

Competitor/Team Name(s)	School/Chapter/State

HOSA - MASTER Event Summary for TABS – 2018 (pg 3)

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Event _____Round 1 or Round 2 (circle one)

Attach this form to the front of the packet containing:

- ☐ Competitor list by section (any no-shows clearly crossed out)
- ☐ Rating Sheets or Test Scantrons separated into two piles:
  1) TO BE SCANNED
     a. Please do not use paper clips on those to be scanned
     b. Any teams/competitors that were added onsite MUST be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID. DO NOT use a no-show scantron for a team/individual who registers on-site. Give them a blank scantron. On-site additions should also be listed in the chart above.
     c. Count the number of forms to be scanned and write it on a post-it note on top of the packet of "to be scanned" scantrons forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
  2) NOT SCORED
     a. Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet AND listed in the chart above)
     b. Extra blank scantrons that were not used

Event Manager Signature _____

Lieutenant Signature _____

Category Chair Signature _____

Signatures indicate that all event processes were done correctly, and all materials are complete and attached.