



Stoa E-Submission Toolkit

A step-by-step guide to electronic script submission

1. Set-up Flowpad - Script Submission tab, include:

- a. DATES: Script Submission opens / Script Submission closes
- b. LINK TO: [Rapid Review & Approve](#) - competitor tutorial. Train *them*. Save *you* time!
- c. LINK TO: “Upload Scripts” (whatever process using. This Toolkit explains Jot Form).
- d. OTHER: Helpful tips and links as desired. See sample page below for ideas.
- e. QUESTIONS: Email address for questions
- f. [SAMPLE: Script Submission page - NITOC 2019](#)

2. Set-up Google - all script reviewers will access

- a. CREATE GOOGLE ACCOUNT: using tournament name
- b. FLOWPAD: add new Gmail address to Script Submission page for questions
- c. CANNED EMAIL RESPONSES: Set up. These make responding to students and approving scripts quick and easy. (Sample text / instructions below.)
- d. CREATE REVIEWER FOLDERS:
 - i. Reviewer Name on folder
 - ii. Subfolders: Approved, Edits Required, Working
- e. SCRIPT “NEED LIST”:
 - i. Export “Need List”: After registration closes, from Flowpad “Student” tab, export spreadsheet of “needed” scripts. Include: Parent last, Parent first, Email, Student last, Student first, Student email, all events that require submission, Duo partner first and last.
 - ii. Import “Need List”: into Google Drive. Double click to open. Select “Open with GoogleSheets”. This creates a 2nd (green icon) editable spreadsheet. Delete the original (blue icon) non-editable file. **This list will be used to confirm that all required submissions have been submitted.**

3. Set-up Jot Form - for uploading/storing scripts. Only coordinator will access.

(Reviewers will access scripts via Gmail.)

- a. [OPEN JOT FORM ACCOUNT](#): Use Gmail address set-up in Step 2. Up to 100 uploads/month is free. 1000 uploads/month is \$19. Cancel after tournament. 50% off for [non-profits](#).
- b. CREATE JOT FORM: Make your own or import [Stoa’s](#) like this:

STEP 1



STEP 2

CREATE A NEW FORM
Choose a Form Layout

ALL QUESTIONS ON ONE PAGE
CLASSIC FORM

SINGLE QUESTION PER PAGE
CARD FORM

Job Application Form

Full Name
First Name Last Name

Home Address
Street Address
City State
Postal Zip Country

Phone Number
Area Code Phone Number

SUBMIT

CREATE A FORM

TRY A DEMO FORM

Application Form

Your Email
E-mail Address

← PREVIOUS NEXT →

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CREATE A FORM

TRY A DEMO FORM

STEP 3

CREATE A NEW FORM
Choose a form according to your needs

BLANK FORM
Start from scratch. A blank state is all you need.

USE TEMPLATE
Over 10,000 ready-to-use forms at your disposal.

IMPORT FORM
Already have a form? Import and voilà!

CREATE

SELECT TEMPLATE

IMPORT

STEP 4

Import Form

From a web page

Enter URL
<https://form.jotform.com/92197874230160>

Clone an existing form

Import Fillable PDF Form **Beta**

Copy and paste: <https://form.jotform.com/92197874230160>

STEP 5

The screenshot shows the 'BUILD' step of a JotForm. The form title is 'Stoa' and the subtitle is 'CHRISTIAN HOMESCHOOL SPEECH & DEBATE'. The main content area contains a 'Script Submission' form with a submission limit of 0. A red arrow points to the 'BUILD' tab in the top navigation bar. Another red arrow points to the 'Preview Form' button in the top right corner.

Use "Preview" to test.

Use "Build" to customize your form.

Click each section to edit.

STEPS

The screenshot shows the 'SETTINGS' step of a JotForm. The left sidebar contains sections for 'CONDITIONS', 'EMAILS', 'INTEGRATIONS', and 'THANK YOU PAGE'. The main content area shows settings for 'Title', 'Form Status', and 'Thank You Page'. A red arrow points to the 'SETTINGS' tab in the top navigation bar. Another red arrow points to the 'INTEGRATIONS' section in the sidebar.

Use "Settings" to customize the title, set email notifications and thank you page.

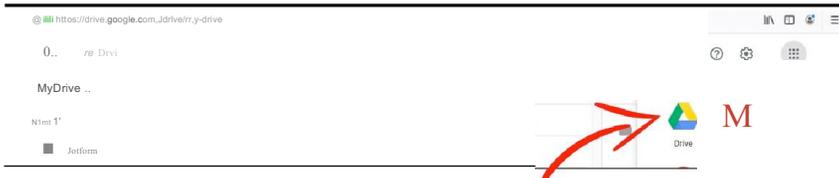
Next: "INTEGRATIONS"

STEP 7

The screenshot shows the 'INTEGRATIONS' step of a JotForm. The left sidebar contains sections for 'FORM SETTINGS', 'CONDITIONS', 'EMAILS', 'INTEGRATIONS', and 'THANK YOU PAGE'. The main content area shows a grid of integration options including 'monday.com', 'ActiveCollab', 'Slack', 'PayPal', 'Google Sheets', and 'Google Drive'. A red arrow points to the 'Google Sheets' integration option.

This creates a spreadsheet that auto-populates as scripts are submitted.

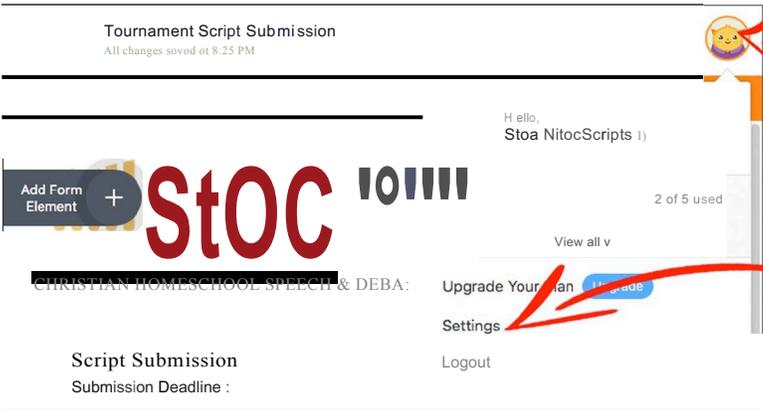
Click "Google Sheets" Follow steps to authenticate.



Spreadsheet is stored on the Google drive in a "JotForm" folder. DO NOT CHANGE THE FILE **NAME OR** LOCATION or it will stop working. You may edit the spreadsheet as needed.

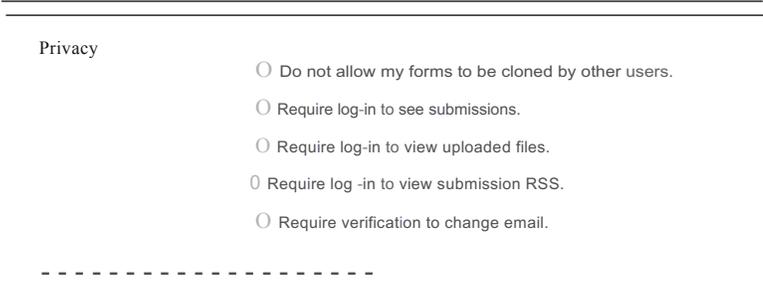
This is your "HAVE LIST". You'll need to manually reconcile this with your "NEED LIST" exported from Flowpad.

STEPS



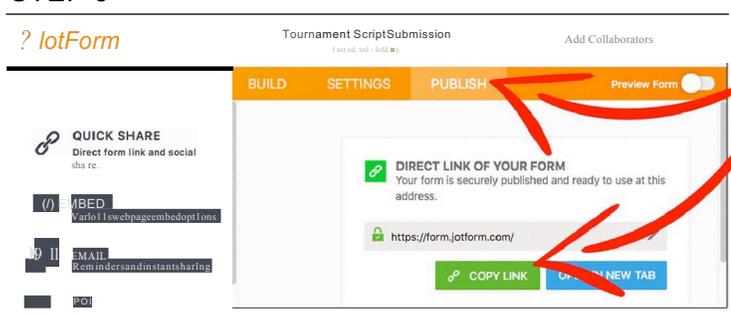
Click here.

Then here.



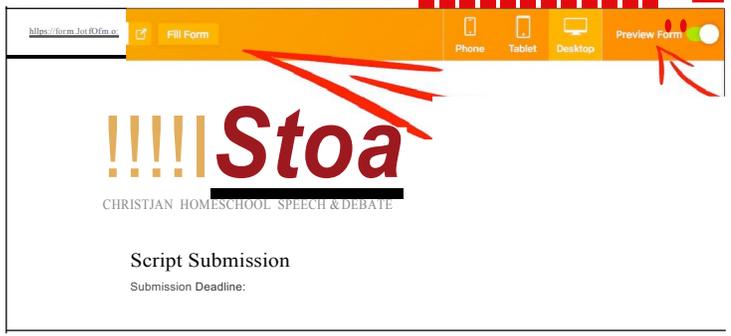
Toggle all "Privacy" boxes OFF. This allows script reviewers to access scripts from gmail. Don't skip this!

STEP 9



Click PUBLISH then, COPY LINK. Paste on your tournament website.

STEP 10



Use PREVIEW and your form is done!

Check gmail for submissions and Google Sheets for logged submissions.

4. Train Reviewers

- a. Recruit script reviewers: 4-8 depending on size of tournament
- b. Require all script reviewers to watch 2 tutorials:**
 - i. [Rapid Review & Approve](#) - 8 minute competitor tutorial
 - ii. [Script Review Training](#) - 16 minute reviewer tutorial
- c. After reviewer has viewed the tutorials, provide:
 - i. Google sign-in name and password (Reviewers do not need Jot Form access).
 - ii. Review Checklist - below

5. Script Submission Process

- a. **Monitor Gmail:** for uploads and questions
- b. **Review Scripts:** and send approval emails
- c. **File Approved:** in gmail, move from reviewer folders to a “Master Approved” folder.
- d. **Have List:** on the auto-generated Google Sheets, mark approved scripts green.
- e. **Need List:** from Flowpad, if you didn’t do this in Step #2, export the list of required student scripts and compare to the Have list to confirm that scripts all have been submitted and approved.
- f. **Send reminder emails:** from Flowpad to competitors with missing scripts. Best to do this 7 days and 1 day before the submission deadline to prompt students to submit on time.

6. At Tournament & After Tournament

- a. Provide TD instructions for accessing all scripts via the Google Sheets spreadsheet.
- b. 1 month after tournament, delete all scripts from Gmail and Jot Form.**
Don’t forget!

Canned Responses: E-Submission



How to Create a Canned Response in Gmail

- 1.** In Gmail, click the Gear icon, then click "Settings."
- 2.** Click the tab that says "Labs."
- 3.** Search the term "canned responses," click "Enable," and save changes.
- 4.** Start a new email by hitting "Compose."
- 5.** Type the email you want to save as a template.
- 6.** Click the down arrow in the bottom of the compose window, hover over "Canned responses," and click "New canned response."
- 7.** Name your canned response.
- 8.** Start a new email by hitting "Compose."
- 9.** Click the down arrow, hover over "Canned responses," and click on the response title you need.
- 10.** Once the response has been pasted, send your email.

Approved Script - Tournament Name

Dear

Your _____ script has been approved for TOURNAMENT NAME.

Only minor changes are allowed prior to the tournament. Any other changes require a re-submission prior to the close of script submission on DATE. For the tournament, just print this approval email or have it on your phone in case student check-in needs to see it.

Thank you,

Tournament Name

Missing Parts to Submission - Tournament Name

Dear

Parts of the submission for your _____ script are missing. Please upload:

____ Signed Submission Form

____ Platform: Citation Page

____ Interp: Original Source Script

____ Interp: Title Page

____ Interp: Copyright Page showing proof of publication

____ Other:

Forms and instructions can be found in "Submission Forms" on the Stoa website.

Thank you,

Tournament Name

Interpretive Corrections Required - Tournament Name

Dear

Corrections are needed for your _____ script.

_____ Source pages are illegible.

_____ Too many added words

_____ Scripts don't match: Typed Script & Source Script must be identical.

_____ Typed Script: underline all added words

_____ Source Script: Copy source pages & highlight all words used

_____ Source Script: Write in added words where they belong

_____ Source Script: Put pages in the exact same order as the Typed Script

_____ Other:

Please make the requested correction(s) and upload all of your files for this speech again. If you have any questions, please contact us.

Thank you,
Tournament Name

Platform Corrections Required - Tournament Name

Dear

Corrections are needed on your _____.

_____ **In-text citations missing.** Connect information to the correct source on your Citation Page with a parenthetical reference. Required for all direct and indirect sources.

EXAMPLE:

The Wall Street Journal reports that speech and debate students have an increased acceptance rate at top universities. (Wall Street Journal)

Citation Page

1. *Wall Street Journal* (full citation)

_____ **Oral citations missing.** All direct quotations and sources must be cited orally when presenting. If the content did not originate from the competitor, or it's not common knowledge, you must cite a source.

EXAMPLE:

The Wall Street Journal reports that speech and debate students have an increased acceptance rate at top universities. (Wall Street Journal)

_____ **Underline direct quotes.**

Thank you,
Tournament Name



E-Submission Review Checklist

PLATFORM

1. Script Submission Form:

- a. Current Script Submission Form is attached and complete
- b. Signatures are recorded.
- c. The number of total words is recorded.
- d. The number of directly quoted words is recorded.
- e. The percentage of quoted words is recorded.
- f. No more than 30% of the speech consists of direct quotations.

2. Typewritten Script:

- a. Speech script is typewritten.
- b. All sources cited **in text** and **orally**. In text citations correspond to citation page.
- c. Direct quotations are underlined.
- d. Citation page is included on a separate page.

INTERPRETIVE

1. Script Submission Form:

- a. Current Script Submission form is attached *and complete*.
- b. Number of added words is recorded. *150 allowed for DI, HI, DUO; Not required for Open Interp*
- c. Publication date is recorded.
- d. Signatures are recorded.

2. Typewritten Script:

- a. Speech script is typewritten.
- b. Added words are underlined.

3. Original Source Script: *(single file)*

- a. Title page of original source is copied.
- b. Copyright page **with the publication date** is copied.
- c. Each page containing words from the source is copied.
- d. Words used in the piece are highlighted on the copy.
- e. Added words, including the introduction, have been inserted.
- f. Source pages arranged in order presented.

4. Scripts Match:

- a. Typed Script and Source Script read the same.
- b. *Count added words of 150 or more for DI, HI and DUO.*