

# Judge: Speech Online Balloting

## Overview: Tournament Online Balloting & Text Pairings

For a judge to receive text/email round assignment communications and to complete and submit ballots online for Speech and I/E events, they must have a Tabroom.com ("Tabroom") account linked to their team's Judges roster. The set-up process takes about two minutes to complete.

## Tabroom Account Set-Up

- To create your Tabroom account, go to [www.tabroom.com](http://www.tabroom.com) and click on *Sign-Up* in the upper right of the website.
- Under **Create a Tabroom Account**, enter your email address, name, cell phone information, and the password you wish to use for the account. Make sure you provide your cell number and provider so you can receive pairings texts during tournaments.
- On the **Welcome to Tabroom!** screen, click the *Judge* "Link your account" button.
- If your coach already has you on the team's Tabroom Judges roster, you will see your name listed next to the school and a **Claim judge** button. If the name and school are accurate, click the button. If your name and school don't appear, try searching for them using just your last name. (If unsuccessful, confirm with your coach that you're on the roster.)
- The next screen will display a message that will be confusing, saying "There are no judges named [Your Name] who are not connected to an account already. If this is in error..." As misleading as this may be, this actually confirms your account is ready to be linked by the coach to the team's Judges roster. You are finished and can log out.
- *The team's coach will receive both an email and Tabroom alert informing them your account is ready to be linked to the Judges roster; they then approve.* Once linked, you will receive round assignment texts/emails (pairings) when at tournaments, and online ballots will be available for completion and submission for each round you judge.

**WELCOME TO TABROOM!**

New to Tabroom? The question mark on the top right corner brings you to the Help Guide.

**Are you a coach or director?**

To register online for tournaments, first: **Create your school**

To manage your own tournament with Tabroom, first: **Create tournament**

**How about a judge?**

To enter online ballots and get emails or text pairings: **Link your account**

**Or perhaps, you are a competitor?**

To sign up for tournaments and get emails or text pairings: **Link your account**

To follow a competitor entry (e.g., if you're a parent): **Get entry updates**

## JUDGES NAMED JOHN SMITH

Link a judge record to your accounts for email/text pairings & ballot assignments. Note: the administrators of your team or school will have to approve requests to claim a judge record before you can access them. Team admins will be notified of requests by email.

Only link to your OWN judge record; this controls online ballots!

Name	School/Team	Created	Tournament(s)	
John Smith	St Josephs Prep (PA)		0 tournaments	<b>Claim judge</b>
John Smith	United States Military Academy		1 tournaments	<b>Claim judge</b>
John Smith	Turkey Foot Middle School		12 tournaments	<b>Claim judge</b>
John Smith	Battlefield		1 tournaments	<b>Claim judge</b>

Search another name:  First name  Last name  **Go**

If you want to get text/updates for one of your team's judges, you should instead sign up on the tournament's online updates page.

**YOUR COACH MUST APPROVE YOUR LINKING BEFORE YOU CAN JUDGE**

## Judge Online Ballot Voting/Ranking and Comments Entry

Judges must have an electronic device—such as a laptop or tablet—to enter and submit online ballots. Laptops are strongly encouraged due to the ease of keying feedback/comments to the competitors; phones are not optimum for entering the amount of text associated with comments, and may conflict with using them as timers. Judges should also locate their seat during the round near a power outlet to ensure there is no interruption or delay during the round to a dead computer. (Paper ballots will be provided in exceptional circumstances, such as poor WiFi reception in a classroom.)

- To see your current ballots, log into Tabroom and go to your account dashboard by clicking your email/username in the upper part of the page. Your current ballots are listed under *Pending Rounds*.

## CURRENT BALLOTS

### Pending Rounds:

Round	Room	Starts	Entries	
KL Round 4	A101	2:00 PM EST	1. 100 2. 102 3. 104 4. 105 5. 101 6. 103	<b>START ROUND</b>

- If you don't see your ballot, check upcoming rounds by clicking the "Upcoming" link in the sidebar to the right, and then clicking the "Enter" button for the tournament you're at.
- Click on **START ROUND** when the first speaker begins (this notifies the tournament staff all is well in your round and competition is beginning — and will keep them from showing up at the door). Note that tournaments with double-entered contestants and Extemp will have competitors arriving “late” to some rounds, so do not wait for everyone to arrive; start the round on-time. (Consequently, competitors do not need to speak in order listed — “insert” late arrivals where appropriate.)
- Once you have clicked **START ROUND**, you will see your ballot. The speaker code numbers are listed in speaker order in the left-hand column — verify all codes with the competitors before starting.
- To the right of that you must “Enter title or extemp question” for each competitor.
- The next two columns are Rank and Points. You cannot tie on points or ranks, and the ranks and points should descend together — they must correspond.
- Finally, there is a box to check if the student exceeds the allotted time for the event — check the box if the student goes over the grace period. If you choose, you can note the elapsed time in a student’s individual comment area.

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### KL Round 4 Ballot for Parker

Room: A101

Points Rules: Range: 70-100 . Whole points only. Ties are OK. Ranks and points must agree.

Code	Title/Question	Ranks	Points	Overtime
100	Enter title or extemp question			
102	Enter title or extemp question			
104	Enter title or extemp question			
105	Enter title or extemp question			
101	Enter title or extemp question			
103	Enter title or extemp question			

**Submit Ballot**

### General Feedback

Comments:

These comments go to all participants in the round. Must be at least 15 words.

Reason for Rankings

- Reason for Rankings
- 100 Paulina Hruskoci
- 102 Harini Shanmugam
- 104 Drew Lawrence
- 105 Charles Gagnon
- 101 Sophia Peng
- 103 Alex Grace

**Save Comments Only** **Save Comments & Ballot**

Powered by TynJCE

- **Make sure that all ranks, points, and comments are tied to the persons you are judging.**
- Enter your comments for each competitor in the **General Feedback** section of the ballot.
- Use the drop-down menu “Reason for Rankings” to select the competitor for whom you are providing comments.
- If a student shows up in your round and is not listed on your online ballot, please send them to Tab Room. They are in the wrong place and you are not able to judge them.

- Before you leave the round, make sure your ranks and points are entered correctly and you click **SUBMIT BALLOT**. Please SUBMIT your ranks and points immediately upon your final decision even if you plan to enter additional feedback. This will help move the tournament along.
- After you have left the round, you can go back to a previous round you have judged that day and add additional comments if you choose. To do this, go back to your “Current Ballots & Panels” screen, find the round you’d like to add additional comments to, and click “Edit Feedback.”

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## CURRENT BALLOTS

None Posted...yet!

### Previously Entered Results:

Note: You cannot edit past ballots; you can only view them. Once you have confirmed a ballot, you must contact the tournament officials to make changes.

#### Children's Literature Round 4 Edit Feedback

3rd Speaker	104 YAHOO	Rank: 1 – 100
2nd Speaker	102	Rank: 2 – 99
1st Speaker	100 Number 100	Rank: 3 – 94
4th Speaker	105	Rank: 4 – 94
5th Speaker	101 yippee, skippy!	Rank: 5 – 88
6th Speaker	103	Rank: 6 – 86

**Institutions**  
Natick High School

**Tournaments**  
TEST Online ballots test tournament MA/US  
See Past Tournaments

**Circuits**  
Massachusetts Speech & Debate League MA/US

**Judging**  
Current Ballots & Panels  
Upcoming History  
Conflicts Paradigm  
Offer Hired Judging Rounds

### Additional Notes—

- Try to balance typing your comments/looking at your screen with looking at the student who is speaking as best you can. Simultaneously keying comments and providing the appropriate attention and appearance of attention to competitors will be challenging—and will take some “getting used to” for judges and students.
- If you submit your online ballot and you receive an error message, hit the back button and double-check your ballot to be sure the ranks/points are correct and descend in order. Also, please check that time violations are still recorded as they may not stay checked after using the back button.
- If you have difficulties you cannot resolve, come to Tab Room for assistance.
- In MetroFinal tournaments with three-judge panels, each judge must click **START ROUND** on their individual ballot to begin.

Additional information regarding your Tabroom Judge account and managing your online ballots can be found at [http://docs.tabroom.com/Judging#Online\\_Ballots](http://docs.tabroom.com/Judging#Online_Ballots). Also, please feel free to consult with your coach or the tournament Tab Room staff.

If you ever get “lost” on the Tabroom website, just click on the link at the top of any page that is your email address and it will take you to your account’s “home page.”

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## BROAD RUN HIGH SCHOOL: TOURNAMENTS

Tournaments Competitors Judges Circuits NSDA Settings Access Results

### Existing tournament registrations

Dates	Name	Location	Due

**Institutions**  
Broad Run High School

**Tournaments**  
The Center of the Universe Speech and D... MA/US  
See Past Tournaments