

A Step By Step Guide to E-Balloting

Among the many functionalities of tabroom.com is the ability to submit your ballot online. Before you can do that, you need to create a tabroom account for yourself and link that account to who you already are as a judge in the system. That's covered in another document.

First Steps

When you arrive at the tournament, connect to the school's wireless network and log into your tabroom.com account. When you've been assigned to judge a round, you'll see that information on your screen. It will look something like this:

CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

Pending Rounds:

Round	Room	Starts	Entries	
PF Round 1		8:30 AM CST	Aff Bateman & Wagner Neg Kannenberg & Lewis	START ROUND

Go right to the room you've been assigned to. When all the debaters are in the room and the round is starting, click on Start Round. This seems obvious, but when you do that, it conveys this info to the tabroom, making it a lot easier for them to know if they need to reassign a judge.

After you click on Start Round you'll find the ballot. The screen should look something like this:

VLD Round 1 Flt 1 Ballot for Knetzger

NO ROOM ASSIGNED

Side	Code		Rank	Points Range: 20-30 Point ties are OK Ranks and points must agree Steps of 0.5
Aff	109	<input type="text"/>	<input type="text"/>	
Neg	113	<input type="text"/>	<input type="text"/>	
Win goes to:	<input type="text" value="Choose Winning Entry"/>	Side: <input type="radio"/> Aff <input type="radio"/> Neg	Low-Point Win? <input type="checkbox"/>	

Submit Ballot

If you are judging a round of policy, you'll see a box for ranks, if you are judging Public Forum, you won't.

Entering comments

Right below the ballot, you will see 3 tabs, one for the RFD and a tab for each team. Whatever you type in the RFD Box will go to everyone. What you type for each team will only go to that team and their coaches. It should look like this:

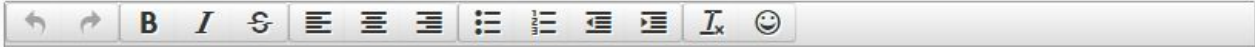
Feedback

Reason for Decision

109

113

These comments go to all participants in the round



A large empty text area for entering comments.

Save Comments Only

Save Comments & Ballot

Final Steps:

After the round has ended, make sure you've provided comments and speaker points (ranks if policy) for both teams as well as a great RFD. To pick a winner, choose the winning team from the choices next to "Win goes to," pick the side they were on and indicate if it was a low point win. When you've entered everything, click on submit ballot. STOP! You aren't done yet. You need to verify your ballot. A ballot entry verification screen will come up next. Click on the green button of the info is correct. If it isn't, click on the red button and fix it.

When you click on the green button, you're all done. Hang out until the next round is announced/blasted and repeat this process!

If you have questions, ask the tabroom.