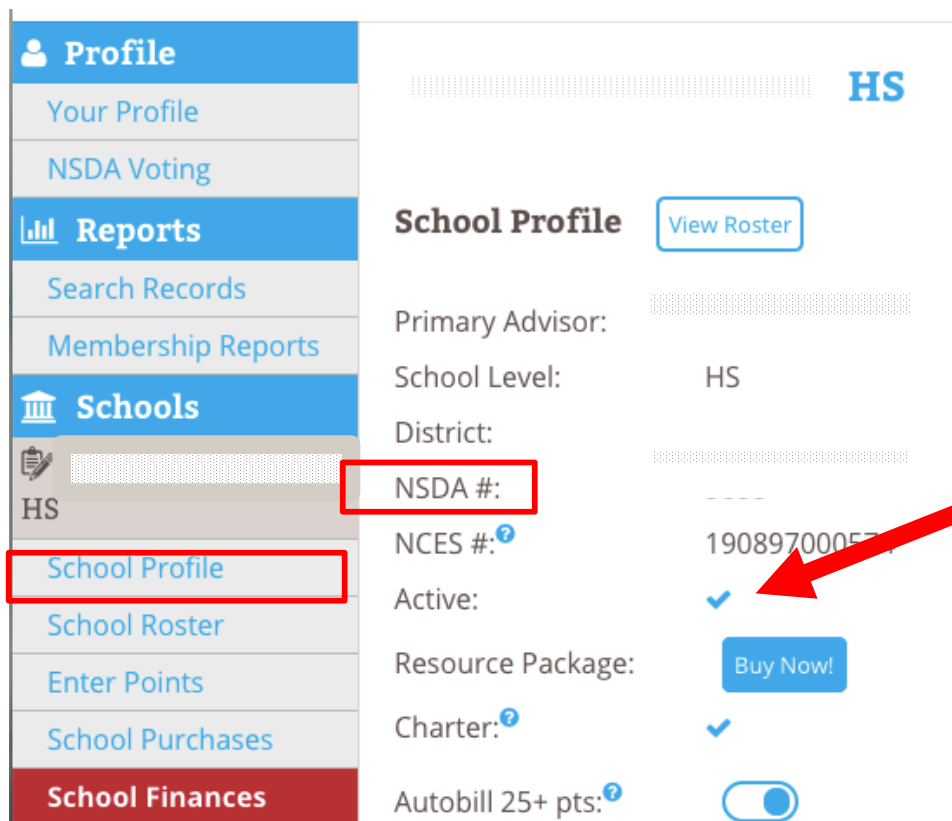


How to Register for Districts on Tabroom

First, check eligibility.

1. SCHOOL MEMBERSHIP: Check that your school is currently a member by logging into www.speechanddebate.org/account. Click “School Profile” and look for the blue checkmark next to “Active”. Pay for membership on the “School Finances” tab.



Profile	
Your Profile	
NSDA Voting	
Reports	
Search Records	
Membership Reports	
Schools	
HS	
School Profile	
School Roster	
Enter Points	
School Purchases	
School Finances	

School Profile [View Roster](#)

Primary Advisor: [redacted]

School Level: HS

District: [redacted]

NSDA #: [redacted]

NCES #: 19089700057

Active:

Resource Package: [Buy Now!](#)

Charter:

Autobill 25+ pts:

2. **STUDENT MEMBERSHIP:** All students that compete at the district tournament must be paid student members with a minimum of 25 points (at least 10 competitive speaking points). Go to www.speechanddebate.org/account and click "School Roster". Students must have blue checkmarks in the "Member" column, more than 25 points in the "Points" column, and a email address/password linked in the "Account" column. Add new students using the button at the top of the page, and pay their memberships on the "School Finances" tab. A blue checkmark under "districts eligible" will appear when a student is eligible.

Student Roster



Access Requests

Show Graduates / Past Students: | Strength: 143 | Active Members: 52 | A

[Export CSV](#)

First	M...	Last	Merit #	Member	Account	Grad Year	Degree	Points	Active	Districts Eligible	Awa
e.g. Jane		e.g. Doe		Show All					All	All	
...	Student A		14291815	✓	+ Add	2019	Honor	115	✓	✗ Why?	
...	Student B		14343978	✗ Buy	+ Add	2019		10	✓	✗ Why?	

Student A needs an NSDA account and email added to their profile
 Student B needs membership, an NSDA account/email on profile, and 15 more points to be eligible

Next, sync your roster to Tabroom.

1. Login to tabroom.com. Click your email in the upper right corner, and then click your school name under “Institutions”. Go to the “Settings” tab. Make sure your NSDA School ID number is filled in. If not, this can be found on your school profile page at <http://www.speechanddebate.org/account> (see #1 on page prior). Save chapter details.

TABROOM.COM
a project of the NATIONAL SPEECH & DEBATE ASSOCIATION

Logout Profile **lauren.burd@speechanddebate.org** SEARCH

Home Circuits Results Paradigms Help About

NSDA TEST HS: TOURNAMENTS

Tournaments Competitors Judges Circuits NSDA Settings Access Results

Institutions
NSDA Test HS

Tournaments

Name: NSDA Test HS Coach names:

Level: High School/Secondary Entries may enter their own prefs:

Street Address: NSDA School ID: 5212

City: West Des Moines JOT Import ID:

State: Iowa Nat'l Center for Education Statistics ID:

Country: United States College Board (CEEB) Number:

ZIP: 50265 NAUDL Affiliated School:

Save Chapter Details

2. Go to the “Competitors” tab. Click “Import NSDA competitor roster” on the right side of the page under “NSDA Points”. A list of competitors may show up. Click “Import students” at the bottom of the page. Your Tabroom roster is now synced with your NSDA account.

NSDA TEST HS: COMPETITORS

Tournaments **Competitors** Judges Circuits NSDA Settings Access Results

1 Active Competitors

Records

First	Last	Grad	Account	Novice	Retired
Test	Student	2019		N	N

Competitor Roster

Add a new student

Import from Spreadsheet

De-duplicate students

NSDA Points

NSDA Points Competitor Connections

Import NSDA Competitor Roster

Add judges to your Tabroom roster.

1. Click the “Judges” tab. Click “Add new judge” on the right side. If your judge has a Tabroom account, search for their email. If not, enter their information. “Save judge” at the bottom of the page.

NSDA TEST HS JUDGE ROSTER

[Tournaments](#) [Competitors](#) [Judges](#) [Circuits](#) [NSDA](#) [Settings](#) [Access](#) [Results](#)

Create new Judge

Find judge w/ an tabroom.com account:

Or, Create a new judge (without Tabroom.com account)

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Gender:	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
Notes:	<input type="text"/>
Dietary:	<input type="text"/>

Judges

[Add a new judge](#)
[Return to Judge Roster](#)

Institutions

NSDA Test HS

Tournaments

National Speech and Debate Tourn TX/US
IHSSA State Debate Tournament IA/US
The Paradigm at Dowling Catholic IA/US
[See Past Tournaments](#)

God-like powers

Circuits	Tournaments
Accounts	Schools
Merge Accounts	Merge Schools
Merge Sites	

NSDA Admin Powers

[Autopoint Post](#)

Districts & Leaders	District Tourns
Calendar Edit	Admin Access

Now, register your students for the tournament.

1. Go to the “NSDA” tab. Make sure “District” is selected in the top right corner. Click “Register for Districts” and accept the disclaimer.

The screenshot shows the NSDA website dashboard. At the top, there are navigation tabs: Tournaments, Competitors, Judges, Circuits, NSDA (highlighted with a red box), Settings, Access, and Results. Below these is the National Speech & Debate Association logo and a sub-menu with District (highlighted with a red box), Nationals, and Judges. The main content area is divided into two sections: 'Your Chapter' and 'District Committee'. 'Your Chapter' includes details like Active Degrees (35), Charter Status (C Paid), District, Location (WI), and District Level (2). 'District Committee' lists roles like Chair and Member with associated email icons. At the bottom right, a 'Register for Districts' button is highlighted with a red box.

2. A Districts Competitor Eligibility report will appear. If a student is not marked as eligible and should be, please view the troubleshooting linked below. Click “Continue to registration”.

Districts Competitor Eligibility

Competitors must be a paid member, with 25 or more points & an email address on file.

First	Last	Grad Year	Merit #	25+ pts	Paid	Email	Eligible?
[Redacted]	[Redacted]	[Redacted]	[Redacted]	56 ✓	✓	✓	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	78 ✓	✓	✓	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	59 ✓	✓	✓	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	62 ✓	✓	✓	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	18 ✗	✗	✗	✗
[Redacted]	[Redacted]	[Redacted]	[Redacted]	64 ✓	✓	✓	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	211 ✓	✓	✓	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	14 ✗	✗	✗	✗

NSDA Membership

Check Your NSDA Account

Sync Roster with NSDA

Continue to registration

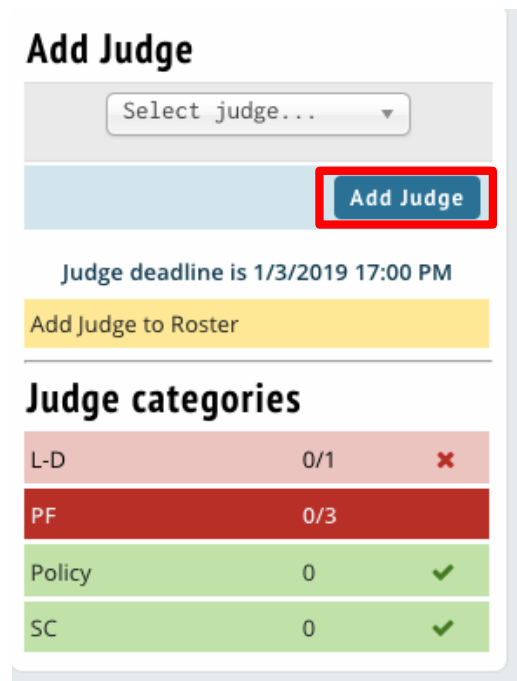
3. Enter your contact information and click Save. Go to the “Entries” tab. First, select an event from the dropdown menu on the right side. Then select the student entry name. Click “Add entry” and repeat the process for each entry.

If you are missing a student from the dropdown menu, click “Check NSDA eligibility”. This will take you back to the eligibility report to see the problem. View troubleshooting tips at: support.tabroom.com/t/districts-registration-missing-students/609

4. Click on an entry’s name and select “Piece/Title Info” if you need to enter speech details.

Enter your judges for the tournament.

1. Go to the “Judges” tab. The number of judges you owe will show up on the right side of the screen. Click a judge category to enter a judge in that category. Choose the appropriate judge from the dropdown menu and select “add judge”.



Add Judge

Select judge...

Add Judge

Judge deadline is 1/3/2019 17:00 PM

Add Judge to Roster

Judge categories

L-D	0/1	✘
PF	0/3	
Policy	0	✓
SC	0	✓

2. You can also add a new judge to your roster. Please note that you will need to click the “tournaments” tab, select “entry” next to your district tournament, then click “judges” to get back to the judge screen.

Completing your districts registration.

1. Click the fees tab to view your entry fees, and follow up with your district's process to complete payment.
2. Double check the entries and judges tab to ensure everything is correct. If you need to make changes later, click your email in the upper right corner and then click "entry" next to your district tournament name.
3. Check with your district chair if you have any further questions or email info@speechanddebate.org.

