

Instructions for Online Ballot Entry For Debate Events:

All judges in the events of Policy Debate, Lincoln-Douglas Debate, Public Forum Debate, and Big Questions Debate are able to submit decisions and speaker points electronically. Judges may also use the text boxes on the ballot entry screen to type comments that will ultimately be read by the debaters and their coaches when the tournament is over.

Since all judges have a tabroom account, we recommend that you include a cell phone number. You should log in to your account, check your profile, and confirm that a phone number has been added.

When we assign judges and publish the room assignments for competitors and judges, we will send out “text and emails blasts” to all. If you have a judging assignment, you will get a text (assuming your phone number is entered on your profile) and an email (to the address associated to your tabroom.com account). **When you get the text/email or see your name on a schematic, please do not go directly to the assigned room as shown on the text message/email.** Come to the ballot table first to check in and receive a paper ballot (to use in case you experience connectivity or other technical issues).

1. When you arrive, log in to your tabroom.com account. If you are already logged in, click on your email address (see below).

The screenshot shows the Tabroom.com website. The header includes the Tabroom.com logo, a navigation bar with links like Home, Circuits, Results, Paradigms, Help, and About, and a search bar. A banner for the National Speech & Debate Conference 2019 is visible. The main content area is titled 'UPCOMING TOURNAMENTS' and features a table with columns for Dates, Tournament, City, Locale, and Registration. The table lists several tournaments, including 'The Tradition Cypress Bay', 'GGSA Debate 2', 'NYU Public Transit Scrimmage', 'Hockaday Womens Round Robin', 'The 15th Scarsdale Invitational', 'Chuck Ballingall Memorial Invitational', and 'CFL LDPF 1 Westmont'. The right sidebar contains filters for Circuit, School Year Ending, States/Provinces, and Countries, each with a 'Select an Option' dropdown menu.

Dates	Tournament	City	Locale	Registration
11/10 - 11/11	The Tradition Cypress Bay	Weston	FL/US	Closed
11/11	GGSA Debate 2	Pleasant Hill, CA	CA/US	Closed
11/10 - 11/11	NYU Public Transit Scrimmage	New York, NY	NY/US	Due 11/11 9:00 PM EST
11/11	Hockaday Womens Round Robin	Dallas	TX/US	Closed
11/10 - 11/11	The 15th Scarsdale Invitational	Scarsdale	NY/US	Closed
11/10 - 11/11	Chuck Ballingall Memorial Invitational	La Verne	CA/US	Closed
11/11	CFL LDPF 1 Westmont		CA/US	Closed

2. Once you log in or click on your email address, the screen should change to show a room number, the debate entries, and the assigned sides. There is also a box that reads “Start Round” or “Enter” (see below). If it reads “Start Round”, please click that box. It should always read “Start Round” the first time you navigate to this screen for each round you judge. After you click “Start Round”, and if you leave this screen and return to it while the round is underway, the box text will change to “Enter”.

CURRENT BALLOTS

Pending Rounds



Round	Room	Starts	Entries	
VarLD Round 1 Flight 1		4:15 PM CST	Aff Sophia Zhao Neg Emmaline Harmon	START ROUND
VarLD Round 1 Flight 2		4:15 PM CST	Aff Griffin Richie Neg Jack Quisenberry	START ROUND

- After you click “Start Round” or “Enter”, you should see a screen that prompts you to fill out some information when the debate is over. You must enter speaker points (on a scale from 25 to 30, where half points such as 28.5 can be awarded) and the winning team, being sure to correctly indicate which side of the topic the winning team debated.
- If you are judging Public Forum debate, please be sure to select which side of the resolution each team defended. This is to be determined by coin flip at the beginning of the round.
- Once points and a decision are entered, please click the button that reads “submit”. Once you submit, you will have an option to review before submitting a second time. *Your ballot is not submitted until you submit initially and **then confirm what you have entered**.* Since these points and decisions are what determines placement, it is critical that this be double-checked and accurate. You must have a wifi-enabled device. A laptop or a tablet is ideal. Smart phones work, but just not as well.
- Below the section to enter points and decision is a textbox. There are 3 tabs at the top of the textbox. The first tab is to enter general comments that go to all debaters in the round and their coaches. The second and third boxes are tailored to specific teams. There may be comments that you want to make so that only one team (and their coaches) see.
- There are timers on the right side of the screen that allows judges to keep track of speech times and prep time during the round.

NO ROOM ASSIGNED

This round

Round:	Round 1
Room:	
Start	
Flight	1
Full Pairing/Schematic	

Timers

VarLD Round 1 Fit 2 Pending

8. If you are judging Lincoln Douglas debate or Public Forum debate, you will probably be assigned two debates (each takes about 45 minutes). When finished with the first “flight”, you will need to click your email address again to get back to the screen that shows “Start Round”. Click on “Start Round” for the second flight and repeat the process. Alternatively, there is a yellow button under the timers that reads “Other Ballots”. If you have a B flight debate, it would be listed here.

If you have questions about how electronic ballots work or wish to provide feedback on the process, please contact us in the tab room.