

# A Step By Step Guide to Online Balloting For Speech Judges Using Tabroom

Online balloting requires a linked tabroom account. If you don't have a tabroom account you need to create one first.

## To create an account

1. Go to [tabroom.com](http://tabroom.com) and click on Sign Up. Follow the directions to create an account. Entering your cell phone number is highly recommended as you will receive text messages with judging assignments.
2. After creating your account, log in and look for "Link your person to a judge" in the yellow Your Account section. Click on it.
3. You'll see the school or schools you judge for. You'll need to claim yourself before you can online ballot. The coach of the school also needs to approve it before you can ballot electronically. Don't worry, they'll get an email when from tabroom when you claim your record.

## To ballot electronically

1. Log into your account. If you have rounds assigned to you that have been made public, you'll see them on your screen. It looks something like this:

### CURRENT BALLOTS

#### Pending Rounds:

None Posted...yet!

Round	Room	Starts	Entries	
Duo Round 3	A35	7:15 AM CST	101 204 104 9 103 10 219	<a href="#">START ROUND</a>

2. You'll see the name of the category, room, start time and a list of entries and a green button that says "Start Round." Head to your room and get ready to judge! Click on the start round button when the round starts. This lets the tabroom know that you've begun your round. It also takes you to the ballot/critique entry screen.

- Entering your critique for each speaker starts on the bottom of the screen. You'll see this:

**General Feedback** Comments for: Reason for Rankings ▾

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These comments go to all participants in the round.

↶ ↷ **B** *I* Formats ▾

Save Comments Only
Save Comments & Ballot

- From the dropdown menu on the right, select the right speaker code. Comments you enter here will go to the student and coach, just like a paper critique sheet. Click on the “Save Comments Only” button after each speaker.
  - Any comments you enter in the “Reason for Rankings” box will go to all coaches/students in the room.
- Enter comments online just as you would on paper, labeling positive things, suggestions for improvement, and key factor in rank. The tabroom will likely be checking critiques and asking you to make additions in the same way they do judges with paper critiques.
- When the round has concluded, go to the top of the screen and enter the rank for each speaker. As on paper, you must rank through the round, not stopping at 5. When all the ranks are entered, click “Submit Ballot”. Your electronic ballot should look like this:

### Duo Round 3 Ballot for Knetzger

Room A35

Code ↕	First Name ↕	Title/Question ↕	Rank ↕	No show? ↕
101	Izzy Julia	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>
204	Jordan Chris	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>
104	Hannah Katie	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>
9	Alison Maggie	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>
103	Katherine Jessica	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>
10	Hayden Matthew	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>
219	Amanda Madeline	<input type="text" value="Enter title or extemp question"/>	<input type="text"/>	<input type="checkbox"/>

Submit Ballot

7. WAIT! You aren't done yet! There is 1 more step. You need to confirm the ranks for the students. If they are correct, click the Green button. If you need to make a change, click the Red button.
- a. **You'll notice that the students are now in rank order, not speaker order.**  
You can view the round in speaker order by clicking on the word Spoke on the top of the screen.

**Please confirm your ranking of this round:**

Rank	Code	First Name	Title/Question	Spoke
1	101	Izzy Julia		1st
2	204	Jordan Chris		2nd
3	104	Hannah Katie		3rd
4	9	Alison Maggie		4th
5	103	Katherine Jessica		5th
6	10	Hayden Matthew		6th
7	219	Amanda Madeline		7th

**Once you confirm your ballot, you cannot change it online.  
You'll have to contact the tournament staff to make any further changes**

You are able to **write more comments/feedback** until the end of the tournament; you just may not change scores.

**NO! RE-ENTER BALLOT**

**YES! CORRECT! CONFIRM IT**

8. Once you confirm your ballot, the round is complete. You can proceed to your next round. Since there is nothing to hand in, you can skip the long lines at the ballot table!

It's always good to check the posted schedule. There are a bunch of reasons why you might not receive a text, despite everyone's best efforts.