



How to Register for Districts on Tabroom

First, check eligibility.

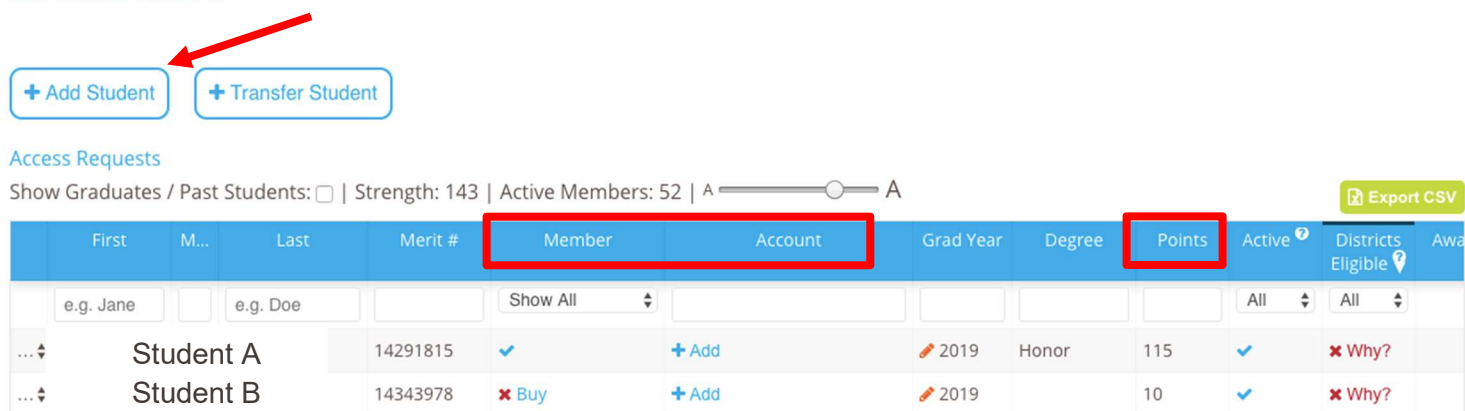
1. SCHOOL MEMBERSHIP: Check that your school is currently a member by logging into www.speechanddebate.org/account. Click "School Profile" and look for the blue checkmark next to "Active". Pay for membership on the "School Finances" tab.

A screenshot of the Tabroom account interface. On the left is a sidebar menu with categories: Profile, Reports, Schools, and School Finances. Under 'Schools', 'School Profile' is highlighted with a red box. The main content area shows the 'School Profile' page for a high school (HS). Fields include: Primary Advisor (redacted), School Level (HS), District (redacted), NSDA # (redacted with a red box), NCES # (19089700057), Active (checked with a blue checkmark and a red arrow pointing to it), Resource Package (Buy Now! button), Charter (checked with a blue checkmark), and Autobill 25+ pts (toggle switch).

Profile	 HS	
Your Profile		
NSDA Voting		
Reports	School Profile View Roster	
Search Records	Primary Advisor:	
Membership Reports	School Level: HS	
Schools	District:	
HS	NSDA #: [redacted]	
School Profile [red box]	NCES #: 19089700057	
School Roster	Active: ✓ [red arrow]	
Enter Points	Resource Package: Buy Now!	
School Purchases	Charter: ✓	
School Finances	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. 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 username/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



The screenshot shows the 'Student Roster' interface. At the top, there are two buttons: '+ Add Student' and '+ Transfer Student'. A red arrow points to the '+ Add Student' button. Below these buttons, there is a section for 'Access Requests' with a toggle for 'Show Graduates / Past Students' and statistics for 'Strength: 143' and 'Active Members: 52'. A slider is set to 'A'. An 'Export CSV' button is in the top right. The main table has columns: First, M..., Last, Merit #, Member, Account, Grad Year, Degree, Points, Active, Districts Eligible, and Awards. The 'Member' and 'Account' columns are highlighted with a red box. The 'Points' column is also highlighted with a red box. Two students are listed: Student A and Student B. Student A has a blue checkmark in the 'Member' column, a blue checkmark in the 'Active' column, and 115 points. Student B has a red 'x' and the word 'Buy' in the 'Member' column, a blue checkmark in the 'Active' column, and 10 points. Both students have a red 'x' and the word 'Why?' in the 'Districts Eligible' column.

First	M...	Last	Merit #	Member	Account	Grad Year	Degree	Points	Active	Districts Eligible	Awards
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
Student B needs membership, an NSDA account, 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.burdtd@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

First	Last	Grad	Account	Novice	Retired
Test	Student	2019	N	N	

Records

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:

Search

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

First Name:

Middle Name:

Last Name:

Phone:

Email:

Gender:

☐ M

☐ F

☐ Other

Notes:

Dietary

Save Judge

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.

TournamentsCompetitorsJudgesCircuitsNSDASettingsAccessResults

National Speech & Debate AssociationDistrictNationalsJudges

Your Chapter

Active Degrees	35	
Charter Status	C	Paid
District		
Location:	WI	
District Level	2	

District Committee

Chair		
Member		
Member		
Member		
Member		

Register for Districts

2. A Districts Competitor Eligibility report will appear. If a student is not marked as eligible and should be, please [view our troubleshooting tips](#). 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?
John	Smith	2019	123456	56 ✓	✓	✓	✓
John	Smith	2019	123456	78 ✓	✓	✓	✓
John	Smith	2019	123456	59 ✓	✓	✓	✓
John	Smith	2019	123456	62 ✓	✓	✓	✓
John	Smith	2019	123456	18 ✗	✗	✗	✗
John	Smith	2019	123456	64 ✓	✓	✓	✓
John	Smith	2019	123456	211 ✓	✓	✓	✓
John	Smith	2019	123456	14 ✗	✗	✗	✗

NSDA Membership

Check Your NSDA Account

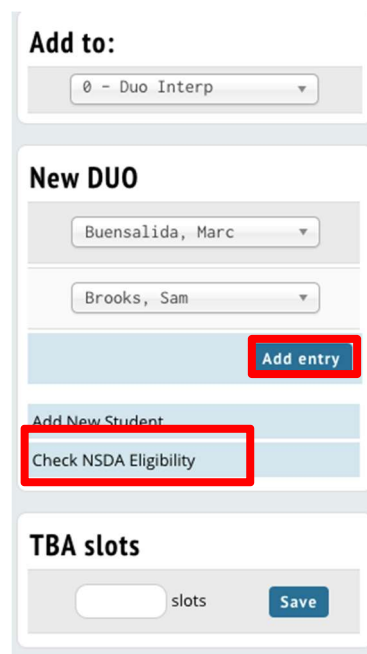
Sync Roster with NSDA

Continue to registration

3. Accept the disclaimer. 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 here.](#)



Add to:

0 - Duo Interp

New DUO

Buensalida, Marc

Brooks, Sam

Add entry

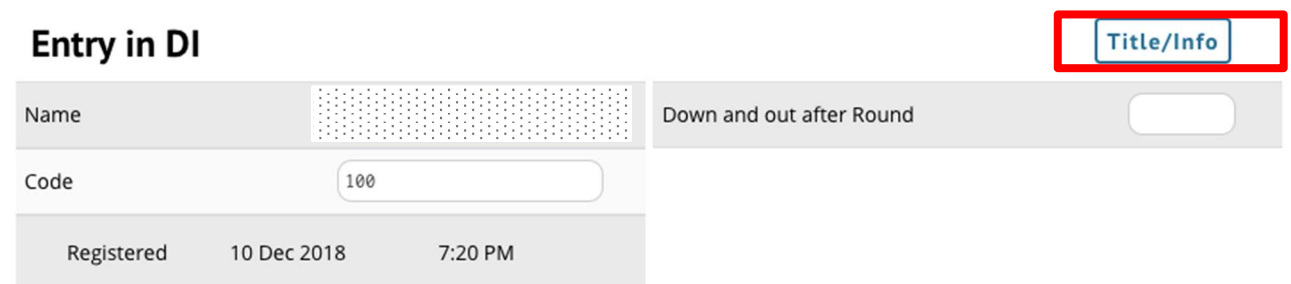
Add New Student

Check NSDA Eligibility

TBA slots

slots **Save**

4. Click the blue and white edit button next to an entry’s name and select “Piece/Title Info” if you need to enter speech details.



Entry in DI

Title/Info

Name

Down and out after Round

Code

Registered 10 Dec 2018 7:20 PM

Fill out the required forms for the tournament.

1. Click the “NSDA Forms” tab. Click “Print form” next to the appropriate tournament date next to School Consent Forms. This will allow you to sign the consent form and bring it to your district tournament. These do not need to be mailed to the national office.

General	Signups	Emails	Entries	NSDA Forms	Judges	Fees	Website	Results
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Forms and guidelines for NSDA District Tournaments

Where are the green sheets?

The full registration forms (with your principal's signature) is **no longer required** for registration at Districts. You only need to download and sign the School Consent Form and Single Entry letters below.

1. School Consent Forms	Congress	January 18	Print Form
	Speech and Debate	March 15	Print Form
2. Single Entry Letters of Intent			Enter Preferences
3. Group students into House chambers			Blocs

2. Click “Enter preferences” next to Single Entry Letters of Intent. List your students’ event preferences in order. Note that there are requirements, namely surrounding partner events. [Read those requirements here](#). Click “Save Preferences” when finished. This is required if you have students double entered. Auto-qualifiers must fill out the PDF form and turn it in to the district chair. Click “download” to download the PDF form.
3. (Optional) If you have Congress entries, your District Committee may choose to let you choose which students go in which chamber. Click “Blocs” next to “Group students into chamber” to select each student’s chamber.

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.

