PRE-TOURNAMENT TO-DO LIST

COACHES:

1. Go to Tabroom.com and log in.
   a. Click "Entries" next to the tournament you're attending, and select the "Judges" tab.
   b. Click the category in which you entered judges, then click the edit button next to each judge and ensure that the correct email address is linked. This must be done prior to the judge change deadline.

   *This is how judges will receive updates and debate ballots throughout the tournament.

2. Select the "General" tab on your tournament registration. Look on the right side of your screen.
   a. Under "School contacts," enter the email address of any assistant coach, chaperone, parent, or school official who should be receiving updates from the tournament.

   *These updates may include procedures during an emergency and updates to the schedule.

   b. Under "Live Updates," enter the email address of any person who would like to receive an email update every time a round pairing is released.

   *This will be useful for parents or a chaperone who may need to locate students.

STUDENTS:

1. Go to Tabroom.com and create an account or log in.
   a. Click "Link your account to a student." Search for your last name. Click "Link" next to the correct name.
   b. Ask your coach to approve the link by logging in to Tabroom.com.

   *Linking an account is the best way to receive notifications about postings and topic releases.

2. Click "Profile" in the upper right next to your email.
   a. Enter your phone number and cell provider to enable you to receive text updates when a round you are assigned has been posted.
   b. If you choose, enter your pronouns. These will be sent to judges and competitors in your rounds. They will also appear on your online or printed ballots. They will not appear on the public Tabroom.com website.
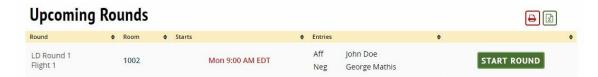
JUDGES:

1. Go to Tabroom.com and log in. Make sure you see the name of your upcoming tournament under "Judging" on the right side of your screen. If not, contact the coach of the school you are judging for to be sure the correct email address is linked to your judge entry.

2. Click "Profile" in the upper right next to your email.
   a. Enter your phone number and cell provider to enable you to receive text updates when a round you are assigned has been posted.

   *Even if you are not judging an event that uses online ballots, this is the best way to receive updates during the tournament.

   b. If you choose, enter your pronouns. These will be sent to judges and competitors in your rounds. They will also appear on your online or printed ballots. They will not appear on the public Tabroom.com website.

JUDGING WITH ONLINE BALLOTS

1. Log in to Tabroom.com. Ballots for rounds you've been assigned thus far are listed. If you see none, they will appear when the round schematic has been posted.

2. Report to your assigned room at the time listed.

3. **<u>IMPORTANT</u>**: You must click "Start Round" once every competitor is present.

4. Begin the round! Make comments to individual teams by clicking their code in the comment box at the bottom. Comment to both debaters in the "Reason for decision" box. You may save comments throughout the round.

5. If you're judging a debate, select the winning code from the dropdown menu. Choose the winning side. Enter speaker points. If you're judging speech, rank students in order and enter points, if applicable. Submit your ballot.

6. A screen will ask you to confirm your decision. Double check and confirm your ballot!

7. You MUST submit your decision before typing additional comments or giving feedback to the debaters. You may edit written feedback after your decision has been submitted. Do this by clicking your email in the upper right corner of the screen, then click "Edit Feedback" next to the appropriate round.