## 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

- Go to 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.
- 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 \$

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.

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



- 4. 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.
  - a. Any comments you enter in the "Reason for Rankings" box will go to all coaches/students in the room.
- 5. 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 criqitues. You can edit your feedback until the end of the tournament, but generally not after the awards.
- 6. 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



- 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	<b>\$</b>	Code	<b>+</b>	First Name	<b>+</b>	Title/Question	<b>+</b>	Spoke	-
1		101		Izzy Jul <mark>i</mark> a				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 or email with your assignment.